

# Sharon Northington

Phenix City, AL 36867

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3346143908

Willing to relocate to: Auburn, AL - Phenix City, AL - Opelika, AL

Authorized to work in the US for any employer

## Work Experience

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### **Office Manager**

Rusco Plumbing Co. - Phenix City, AL

January 2000 to Present

Payroll, account receivable, billing invoices, receive n post payments, monthly quarterly n yearly reports, filing, answer phones calls, schedule appt, send the men on jobs

### **Manger and office manager and waitress**

BeaverCreek Golf Course - Phenix City, AL

March 1999 to January 2004

Ran cash register ran the kitchen and office payroll hired and fired employees waited on customers coming in to play golf and sold golf equipment and etc talk to companies we bought out stuff from closed out the register

## Education

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### **Associate in Business administrative**

Cvcc - Phenix City, AL

August 1987 to August 1991

## Skills

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Payroll, account receivable n billing run register and closed up the register sold equipment billing filling excel answer phone ran kitchen hired employees w2s ordered supplies run reports do taxes (10+ years), Quickbooks, Front Office, Bookkeeping, office management, accounts payable, billing, Payroll, Scheduling, Marketing, Accounts Receivable, Word, Outlook, Human Resources, Receptionist, Typing, Data Entry, Microsoft Office, Accounting, Microsoft Excel

## Links

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<http://SharonInorthington@gmail.com>

## Awards

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**Computer award**

April 2005

Took a computer class at cvcc n did the top of my class

**Certifications/Licenses**

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**Associates degree**

April 2005 to Present

**Driver's License****Additional Information**

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Aflac Claims Specialist I reviewed claims to see if payable creates accounts talk to the employees about their claims renew companies