

Kelly Bennett

Princeton, WV

thekellygal@hotmail.com

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Work Experience

Owner/Manager

Kelly's Gifts & Professional Services - Rich Creek, VA

August 1996 to Present

Providing customers with goods and services

Providing customer service to clients under waivers and WV Birth to Three

Supervising and hiring employees to work with waiver program in Virginia with Medicaid

Bookkeeper

Time sheet approval of employees

Dealer Account Manager

Pay Day Motors

March 2010 to June 2012

Managed office

Processed credit applications

Issued temporary vehicle tags

Managed customer payments

Managed credit accounts

Answered phone

Set appointments

Sold vehicles

Teacher Assistant

Mercer Christian Academy - Princeton, WV

August 2010 to June 2011

Assisted students in classroom with special needs

Assisted teacher

Supervised students during activities

Account Executive

Virginian Leader Newspaper - Pearisburg, VA

September 2008 to January 2010

Servicing clients on printing needs and advertising

Answering phone calls

Designing ads

Processing customer payments

Education

Bluefield State College

Clerical

Greenbrier West High School

Skills

Excellent people skills, Microsoft word, Payroll, adobe photoshop, experience in advertising layouts, Insurance, Loan processing, Bookkeeping payroll, sales, retail sales, marketing

Additional Information

Clerical diploma

3 years of bookkeeping in high school and college