

**DANIELLE TANNER**  
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## **Objective**

My career objective is to give the best to my employer and excel my skills in my fields of interest. I love to learn, but I also work well as a team.

## **Ability Summary**

Type 80 WPM, Knowledgeable in Microsoft Excel, Word, PowerPoint, Access, QuickBooks, Internet Explorer, etc.

## **Honors & Activities**

- Featured in the 2001-2002 edition of "Whose Who Among High School Students"
- Type 80 wpm
- Semi bi-lingual
- Through college was involved in FBLA ( Fellowship of Business Athletes) and the business academy

## **Employment History**

### **Tanner Flooring LLC**

Larry Tanner 828-772-4948

Book-keeper/Receptionist

E-mail correspondence, business document writing, document filing, payroll, invoicing, and customer service. I am an expert with Microsoft Outlooks, Microsoft Word, Microsoft Excel, Microsoft Power-point, and quickbooks

### **TM&Sons**

Jeff Mirza 863-206-7371

Winter  
Haven, FL

Book-keeper/Receptionist- at this job, my duties include tax preparation, payroll, accounts receivable, accounts payable, scheduling, e-mail correspondence, faxing, answering phone calls, billing, advertising, etc.

## Secretary/Receptionist

Western Gentleman/Western Gentleman Trailers

Dundee, FL

Being my first job, not only working at the family business give me a lot of knowledge about the business world at an early age, but it taught me character and customer service. At this job, my responsibilities included: faxing, answering the phone, sales, customer service, filing invoices, billing, etc.

## Education and Trainings

Completion Date	Issuing Institution	Qualification	Course of Study
05/2010	University of Phoenix	2 Years of College or a Technical or Vocational School	Accounting
I plan to continue taking my Accounting courses after I find a job			
11/2004	Webber International University	1 Year of College or a Technical or Vocational School	Accounting

## Additional Information

Type 80 WPM; Very career driven; Get along with everybody; Team player; Love to learn

## References Available on Request