

Aimee Marie Dellinger

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Objective

Seeking an administrative accounting position in a manufacturing environment utilizing outstanding skills in spreadsheets, accounting, business communications, office administration, and software applications.

Education

Ivy Tech State College Lafayette, IN 47903 Associate of Applied Science - Business Specialty: Office Administration	Expected May 2005
Ivy Tech State College Lafayette, IN 47903 Associate of Applied Science - Accounting Specialty: Accounting	May 2004

Work Experience

<u>County Market</u> Crawfordsville, IN 47933	2003 - Present
At County Market I am a Front End Cashier. I am in charge of running a register and checking out customers.	
At County Market I also run the J C Penny Catalog desk. I had been in charge of the counter for a year. I would assist people in placing orders, picking up orders, and making credit card payments. With this job I would work very close with customers.	
Also at County Market I am running a register out in the gas station. I am there helping customers with the pump and assisting them in the gas station.	
<u>Subway</u> Crawfordsville, IN 47933	2001 - 2002
At Subway I was a supervisor for a summer where I would be in charge of closing the store and making sure the customer service was the way it was supposed to be. I would also prepare the food for the customers. I also ran the cash register for the entire time I was there.	

Software

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|----------------------|----------------|
| ♦Microsoft (MS) Word | ♦MS PowerPoint |
| ♦Adobe Publisher | ♦MS Access |

- ♦Adobe PageMaker
- ♦Quick Books
- ♦Peachtree
- ♦MS Excel

- ♦MS Publisher
- ♦Ten key adding machine
- ♦Keyboard – 75 wpm

Community Service

Tippecanoe County Senior Center	Volunteer	Spring 2005
Community Family Resource Center	Ivy Tech Coordinator - Coat Drive	Fall 2004