

Michelle D. V. Dunbar

2276 Creekview Trail, Decatur, GA 30035 Tele: 404-277-3306 Email: office@aztec-cycles.com

OBJECTIVE:

To obtain and achieve growth as a business, I am an individual that likes challenges, and I bring stimulation, professionalism in all environments, working and personal.

QUALIFICATIONS:

Excel, Word, Access, Power Point, Windows Professional, Quickbooks, Accounts Payable as well as Accounts Receivable and various other computer applications. Professional, courteous, and excellent customer service skills, as well as personal assistant duties. Management skills, Quality control as well as Damage control. CDL (PTX) licensed and safety management trained. DeKalb County notary.

EXPERIENCE:

Aztec Cycles & A/C Clutch Bicycle Shop
April 2011 to Present

Position: CFO
Part-Time

Responsibilities:

- Keeping records of daily sales.
- Handling all customer service inquiries.
- Billing, invoicing, accounts receivable as well as accounts payable. Bank deposits also.
- Responsible for all emails with customers questions on product and service.
- Responsible for all personal as well as business files.
- Responsible for vendor record keeping and contacting distributors for complicated orders.

Chihade International
January 2010 to April 2011

Position: Freight Expeditior

- Placing orders for international franchises to serve American foods.
- Customer service to international customers.
- Liaison to different food distributors to make sure the orders were received and processed.

Buckhead Beef Company
February 2007 to January 2009

Position: Inter Company Sales Coordinator
for Sysco Corporation.

Responsibilities:

- Placing multiple purchase orders for all clients on the East Coast.
- Opened, maintained and renewed all inter-company contracts.
- Accounts payables and Receivables in regards to making sure that each client had been billed correctly.
- Fielding Clientele service calls. Part time receptionist for the front desk.
- Preparing and distributing fiscal reports on a weekly basis.
- Updating weekly pricing and ensuring that all clients received these lists.
- Inspected product for quality control on specialty orders.

EDUCATION:

Barney Fletcher School of Real Estate – Atlanta, Georgia

May 2003 to July 2003 – Pre license class.

Barney Fletcher School of Real Estate Appraisals – Atlanta, Georgia

September 1999 to November 1999

Daly's Truck Driving School – Lilburn, Georgia

October 1993 to December 1993 – Acquired a commercial driver's license.

Acton Technical College – London, United Kingdom

September 1987 to May 1990 – I studied Human Biology, Social Sciences and English Language / Literature. Upon completion of course I passed the Nursing Program.

REFERENCES: Furnished upon request.