

Kimberly L. Davis

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Objective **To obtain a position in film utilizing solid accounting and administrative skills**

Summary of Qualifications

- 20+ years of experience in a variety of administrative roles, including accounting, customer service, purchasing, billing, and report preparation.
- Dependable, self-motivated employee with solid work history and excellent work ethic

Experience

Old Man and a Gun Productions

Cincinnati, OH

Accounting Clerk

3/2017 to 7/2017

Perform accounting and clerical functions to support Key and

First Accountant, such as coding, Petty Cash, A/P, Cost Report, Cash

US Bank

Cincinnati, OH

Accounting Clerk Temporary

1/2017 to 3/2017

Perform accounting and clerical functions to support supervisors

Input typed vouchers, invoices, check, reports and other records.

Boone County Board of Education

Florence, KY

School Bus Driver

9/2012 to 7/2015

Transportation of children from home to school safely

Monumental Life Insurance

Florence, KY

Life and Health Insurance Sales/Customer Service

1/2006 to 7/2010

- Sold life and health insurance and provided efficient and accurate customer service to 500+ customers

Anthem Blue Cross/Blue Shield

Cincinnati, OH

Sales Coordinator/Inside Sales

3/1999 to 12/2004

- Prepared weekly reports for the Inside Sales Department
- Maintained customer database and applications for health insurance
- Provided excellent customer service
- Supervised six temporary application processors during high-volume periods

Administrative Assistant

9/1994 to 3/1999

- Provided superior customer service to Federal Employees
- Prepared daily, weekly, monthly and quarterly reports

Hoechst Celanese Corporation

Florence, KY

Temporary Purchaser (special project)

10/1992 to 12/1993

- Performed all purchasing of raw materials, production materials and office supplies
- Negotiated several major purchases which saved the company thousands of dollars on raw materials and reconciled billing issues

Laboratory/Color Development Operator

9/1984 to 10/1993

Additional Experience

Triple A Skate, Florence KY

1995 to 2/2016

- Performed sales, purchasing, accounting and promotion tasks for family-owned business

Education/Training

General Mediation Training (Lexington, KY)

2012

Life & Health Insurance License

2002

Thomas More University

Crestview Hills, KY

