

Vicky L. Carroll
10184 Oklahoma Dr. Rogers AR 72758
Phone: 479-631-6843
Cell Phone: 479-640-0903
Email: vicky61@cox.net

CAREER OBJECTIVE: Throughout my career, I have had the opportunity to develop my skills through numerous jobs, projects, and work-related duties. These experiences required heightened attention to detail and deadlines in order to accomplish the needed results. I have worked many years from receptionist, bookkeeper, office administrator, manager, and consultant, in business for myself and for others. My objective is to use my knowledge and abilities to be the best that I can be in whatever I do weather working for myself or as an employer. I also strive to help others be their best and grow themselves to mature productive individuals and to see the way respect, honesty and being a team player building people up makes for a prosperous and productive business.

PROFESSIONAL AND PERSONAL:

- ◆ Clean, neat, on time, hard worker, always goes the extra mile in all I do, dependable and capable in all tasks
- ◆ Am motivated toward stability and achievement with business growth and progress
- ◆ Tasks and results for office flow and timely job completion
- ◆ Prefer to create careful plans, follow validated procedures, systems, or processes relying on strategies proven and out of the box thinking
- ◆ Capable of seeing the big picture, able to confront problems directly, research and resolve issues, drive to produce proficient out comes to major duties and projects
- ◆ Am seen by others as bold, confident, directing, to the point, truthful, competitive, humorous, charming, accomplished and a take charge person
- ◆ Making decisions based on hard results and wisdom from working history and accomplished people
- ◆ Being a part on my community as a member of the Rogers Lowell Chamber of Commerce, networking, women's groups, and my church.

CURRENTLY WORKING AT:

NEW BEGINNINGS SERVICE AND NEW BEGINNINGS PRECIOUS GEMSTONES –ROGERS, AR. BUSINESS STARTED IN 1984 IN HOUSTON, TEXAS STARTED WORKING WITH GEMSTONES IN 2002

NEW BEGINNINGS PRECIOUS GEMSTONES JUNE 2005 TO PRESENT

Creation of Jewelry for the Beautiful Woman

NEW BEGINNINGS SERVICE

Manage and Organize your new and existing business. Payroll services, Financial Management, Accounts Payable, Receivables, Payroll, Human Resource Records, State and Federal reports, Profit and Loss Statements, Business Consultant with hands on work, using my many years of working in multiple public, government, and city offices.

I HAVE BEEN WORKING WITH VENDORS DOING PART TIME MERCHANDISING BUT FEEL NOW I SHOULD LOOK FOR A GOOD COMPANY IN WHICH TO WORK FULL TIME AND USE ALL OF MY EDUCATION AND WORKING TALENTS IN A PERMINATE FULL TIME JOB. (PERMINATE PART TIME WILL BE CONSIDERED) MY BACK GROUND IN MANAGEMENT, ADMINISTRATION, AND ACCOUNTING WILL BE OF GREAT VALUE TO ANY EMPLOYER.

CAREER HIGHLIGHTS:

MICHAEL R KELLY C P A, P C - BENTONVILLE, AR OFFICE *Dec 2003 – May 2005 (Business Sold)*

Positions: Administrative Assistant, Bookkeeper, Responsibilities: Organize and process all bookkeeping and payroll accounts, schedule all appointments, answer phone and keep the office running while accountant is working taxes and growing the business. Receptionist and personal friend to all. This is a branch office of the same name firm in Neosho, Mo

WAL-MART STORES, INC – CORPORATE OFFICE *1988 – 2000*

Positions held:

Vendor Agreement Coordinator

Buyer’s Assistant SUPERCENTER (dry grocery, soft drinks & water, and Liquor)

New Store Merchandising

Store Assistant: (Joliet and Orland Hills, IL) (Involved in all aspects of daily retail)

Accounts Payable (Warehouse)

Responsibilities included: Developed and organized new department for Vendor agreements

Developed and re-structured multiple business processes for better production.

Research and Inventory Management:

Sales Analysis

Replenishment Analysis

Vendor Managed Systems

PC Systems

Data Entry

And much more

COMPUTER AND TECHNICAL EXPERIENCE:

Wal-Mart Retail Link (DSS) Vendor Managed DSD

Microsoft Systems

Lacert & Drake Tax Systems

Quick Books Pro 1999 – 2005

Oracle Business Systems

Peachtree

Stratage Systems

Easy Account,

Job Boss

Mass 90

Federal, State, City, County, Grants and Budgets