

Marion M. Gamroth
33600 Calimesa Blvd. # 73
Yucaipa, Ca 92399
Residence: (909) 446-0138
Cell: (909) 969-1206
Email: ladymovers@verizon.net

To Whom It May Concern:

I am looking for a challenging, rewarding, and fulfilling position in the area of accounting and/or bookkeeping. Also interested in receptionist work or a clerical position.

My resume is attached for your perusal, and I shall look forward to hearing from you shortly.

Sincerely,

Marion M. Gamroth

MARION M. GAMROTH

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BACKGROUND SUMMARY

- Accounting executive with expertise in relocation and storage industry. Superior analytical skills in accounting receivables, payables, bank reconciliation's, all invoicing of accounts, and payroll preparation for CPA's office.
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PROFFESIONAL EXPERIENCE

- Canyon City Relocation, San Bernardino, Ca. Allied Van Lines Agent,
General Administration April 06 to September 07
Handled all aspects of relocation and storage company with exception of dispatch duties. Accounts payable, receivables, payroll processing, setting sales appointments, cost relocation quotations to customers, processed customer claims, bank reconciliation's.
 - Canyon City Transfer, Redlands, Ca. Allied Van Lines Agent
November 05 to April 06
Same duties as above, plus contractor statements.
Current owner sold to above corporation.
 - Beltmann North American Van Lines, City of Industry, Ca.
Customer Service Rep. July 04 to October 05
Handled all storage accounts for monthly invoicing, setting deliveries in and outbound, claim assignments, and repair firm setups, and claim settlement checks.
 - VIP Transport, Mayflower Van Lines, Corona, Ca.
Customer Service Rep. June 04 to July 04
Set appointments for outside salespeople, gave customer quotations for relocation and storage costs. Handled customer claims, prepared contracts for relocation, and also set up storage deliveries in and outbound.
 - USA MOVING-Stevens Van Line, Ontario, Ca.
September 98 to March 04
Self-employed owner of relocation and storage company serving customers World Wide. Handled all aspects of moving, including dispatching of men and equipment. Prepared all moving contracts and invoicing functions.
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EDUCATION

- Woodrow Wilson Vocational High School
Jamaica, New York
Diploma Received and Member of National Honor Society

