

KOLI ALLEN

Office Manager
Tikker Engineering Inc.

EXPERIENCE

- 04/2005 – Present Tikker Engineering Inc., Boise, ID
Office Manager
Responsible for administrative, secretarial, and office operations. Handles incoming calls and greets clients in a professional, friendly manner. Maintains cashbook records, accounts payable, and accounts receivable. Responsible for reconciling monthly ledgers. Distributes mail, reviews correspondence and composes administrative documents and reports.
- 1/1993 – 9/2001 Wells Fargo Bank, Boise, ID
Human Resource Officer
Assisted with recruiting and hiring of phone bankers for call center. Responsible for solving payroll problems and issues. Maintained and updated all confidential employee records. Supported business manager in analyzing, planning and executing employee appraisals and increases.
- 5/1990 – 9/1991 Dunham Tax Service, Boise, ID
Administrative Assistant
Planned, scheduled, and administered office operations, data entry, telephone support, and mail distribution, scheduling, filing and reporting. Maintained bookkeeping and accounting records.

EXPERTISE

Over 9 years of experience in administrative, human resource and customer service industry. Excels in problem solving, decision making and handling office operations. Strong communication skills, both written and verbal. Competent in bookkeeping and accounting. Ability to handle simultaneous projects and meet deadlines effectively. Ambitious and hardworking with a commitment to excellence.

EDUCATION

Boise, Idaho – New Careers Institute
Principals of Banking
Human Resources Supervisory

PROFESSIONAL AFFILIATIONS

Professional Development Program – How to interview people