

Simonne J. Mizzi
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Objective: Seeking stable employment in the Bookkeeping/Clerical Field.

Experience:

Higginbotham Funeral Home & Insurance
P.O. Box 150
Walnut Ridge, AR. 72476 870-886-2424

Title: Bookkeeper **Dates:** 03/07 to 07/08

Duties: Accounts Payable, Accounts Receivable, Payroll, Bank deposits, Auditing and Insurance Agent.

Hillside Bayou Mobile Home Park
8105 Old Tom Box Rd.
Jacksonville, AR. 72076 501-835-3450

Title: Mobile Home Manager **Dates:** 06/06 to 03/07

Duties: Leasing and rent collection of mobile homes, evictions, Accounts Payable, Accounts Receivable, Payroll, Bank Deposits and Ordering of supplies.

Magness Oil Co.
Hwy 178
Lakeview, AR.72642 870-431-5533

Title: Cashier **Dates:** 11/05 to 03/06

Duties: Cash register operation, stocking and daily reports.

Lime Saddle Estates
4333 Pentz Rd.
Paradise, CA. 95969

Phone unlisted

Title: Caretaker **Dates:** 11/03 to 10/04

Duties: Leasing and rent collection of mobile homes, maintenance.

Ace Hardware
5555 Broadway
Tucson, AZ 85701

520-296-5435

Title: Cashier **Dates:** 02/02 to 06/02

Duties: Cash register operation.

Merritt Realty
3022 N. Sourdough Pl.
Tucson, AZ 85701

520-795-3100

Title: Apartment Manager **Dates:** 09/01 to 01/02

Duties: Leasing and rent collection of apartment complex, maintenance.

Highlights: Prior to this I was a self employed Bookkeeper and also a computer consultant for Master Builder software for seven years and also worked for Caterpillar Tractor as Office Manager for 10 years.

Education: Vintage High School Napa, CA.
Napa Jr. College Napa, CA.

Computer

Experience: Continental Accountant, Funeral Assistant, Insurance Assistant,
QuickBooks, Microsoft Word and Works, Windows XP.

References: Available upon request.