

KIMBERLY SMITH

OBJECTIVE

I have experienced several avenues of employment. My goals and objectives are to relocate to Arkansas, complementing my new employer with my skills.

WORK EXPERIENCE

Lone Star Self Storage – Relief Manager - Jan 2005 – Current

- Managing five storage facilities with in Dallas / Fort Worth
- Managed all units concurrently
- Billing, renting, ensuring the properties were operating under the owners wishes

Albertsons – Customer Service Representative - Aug 2004 – Jan 2005

- Operated the customer service counter
- Duties included money orders, making keys, cashing checks, renting videos and assuring their timely return, closing the process daily by balancing and closing the station

Daily Grind – Manager - 1988-2004

- Managed location by opening the business, duties included all operational paper work, included balancing and daily deposits to the owners bank account.
- Coffee stores are largely flexible by the customer's request, so this was one of my favorite positions. I have pride in my ability to serve my clients and make sure they are happy.

First State Bank – Teller , Rockwall TX

1983-1988

- Responsibilities included handling client's financial request, balancing and reconciliation of the daily transactions.

Regions Bank – Teller - 1981 – 1983

- The responsibilities of this position are concurrent with First State Bank of Rockwall TX.