

TAMMY RICHARDSON

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tamrichardson.github.io/Updated-Portfolio/

Seeking part time work from home employment to gain experience and knowledge in a company with potential for growth.

EXPERIENCE

SEPT 2009 – CURRENT

STAY AT HOME MOM

OCT 2007 – SEPT 2009

MILITARY PAY CLERK, DEFENSE MILITARY PAY OFFICE

- Reviewed, determined, and processed standard military pay actions, entitlements, and allowances
- Conducted audits and reviewed rejects making corrective action
- Entered transactions in the automated pay system
- Researched Master Military Pay Account to verify, edit and correct transactions
Provided “over the counter” services to military members.

JULY 2006– JAN 2007

ACCOUNTING TECNICIAN, DEFENSE FINANCE AND ACCOUNTING SERVICE

- Examined bills from vendors, entered data into financial systems and tracked payments.
- Conducted Budget Account research and analysis, identified problems and made solution recommendations.

NOV 2003 – OCT 2005

DISTRICT MANAGER, DIXION MARKETING INC

- Represented a multiple of manufacturers and in total of 30 Defense Commissary Agency (DeCA) and Army Air Force Exchange Services (AAFES) facilities throughout Germany
- Conducted audits and reviewed rejects making corrective action
- Managed operations for my district providing leadership and direct supervision of 10 employees and motivated employees to achieve peak productivity and performance.
- Ensured timely payment for all my employees.
- Achieved excellent customer service by providing information resolving problems and answering questions for management employees and customers
- Regularly visited each store and completed a checklist in addition to coaching management on ways to improve product sales and growth
- planned and implemented strategies to meet and exceed all district goals
- planned and build product displays



EDUCATION

1996-1999

BUFFALO NY, STATE UNIVERSITY OF NY AT BUFFALO

2020-2020

FULL STACK WEB DEVELOPMENT UNIVERSITY OF DENVER

Full Stack Web Development Boot Camp



SKILLS

- Customer service
- Advanced Bookkeeping
- Problem Solving
- Collaboration
- Time Management
- Adaptability
- Critical Thinking
- Schedule Management

REFERENCE UPON REQUEST