

# Pamela Dennard

Milledgeville, GA 31061

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I pay attention to detail and I also have matching and color coordinating skills. I love working with people whether it's in person or over the phone. My goal is to always be honest and have a happy customer at the end of my work day.

## Work Experience

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### **Administrative Assistant**

Precision Approach LLC - Eatonton, GA  
Present

### **Florist Owner**

Artistic Creations - Gordon, GA  
May 2001 to May 2023

I don't have a resume because I have owned my Flower Shop for 22 years. I have had some recent financial issues that caused me to retire early and sell out. I have practically done just about everything in running my business. Answering phones, taking orders, making flowers for large and small occasions, cashier, banking, accounting, delivery, you name I have done it. I have excellent Customer service skills and Computer skills. I love working with people. I am asking for a chance to earn income. Thank you for your time.

### **Administrative Assistant/Accounting**

WACO Electric - Sandersville, GA

## Education

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### **High school diploma**

Wilkinson County High School - Irwinton, GA

## Skills

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- Cashiering
- Floral Design
- Merchandising
- Bookkeeping
- Computer Skills
- Event Planning
- Front Desk
- POS

- Sales
- Retail Sales
- Time Management
- Administrative Experience
- Organizational Skills
- Management
- Office Management
- Microsoft Word
- Events Management
- Photography
- Computer Operation
- Accounting
- Payroll
- Customer service
- Phone etiquette