# **KELLY M. SUTTON**

Johnson City, TN
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#### **Professional Summary**

Goal-oriented, outgoing, punctual skilled hard worker that possesses many different skills and talents from various job assignments.

Focused on increasing customer satisfaction and minimizing company downtime and costs and maximizing overall job efficiency.

## **Work History**

Office Manager Jan 1999-Jan 2008

Pruett Construction & Siding/Linden, IN

- Data Entry
- Job Proposals
- Customer Service
- Computer Operator
- AR/AR
- Receptionist

Temporary Worker/Production Jun 2017 - Jul 2017 Leclerc Foods/Johnson City, TN

- Picking/Packing
- Palletizing Boxes of Product
- Factory Worker/ Line Production

American Water Heater Jul 2017 - Current Staffmark Johnson City, TN

- Assembly
- Stickering & Cartons

Stay At Home Mother

Feb 2008 - Apr 2017

- I was a stay at home Mother from 2008 to 2017
- Just getting back in the workforce

## **Education**

High School Diploma: 1995

North Montgomery High School Linden, IN

Associate of Applied Science/ General Technical Studies 2004 Ivy Tech State College of Indiana Lafayette, IN

- Medical Assisting
- Nursing
- Pharmacology
- Experience in a Clinical Setting
- Medical Billing & Coding

#### Skills

- Computer Operating Experience
- Accounting
- Warehouse/Production Experience
- Small Business Management
- Worked in a Medical Setting