

CISSY TABOR
(970) 985-8228 day or message
cissysauction@gmail.com

Qualifications

- Professional. Highly motivated. Accomplished oral & written communication skills.
 - Office Administration with Management & Supervision of Personnel. Human Resources. Front Office Administration.
 - Customer Service Management & Quality Customer Assurance Programs.
 - Full-charge Accounting. Records Management.
 - Production & Reconciliation of Company Financial Statements, Accounts Receivable/Payable, Payroll, Tax Requirements, Billing Resolution(s), Credit Card Disputes, Personnel Benefits Data Processing & Analysis, Spreadsheet Design for Analysis / Reconciliations.
 - Computer knowledge and software – Microsoft Office, Corel WordPerfect (Suite 8), Windows PC Computer / MAC Computer and Internet (Windows 98, 2000, XP and 7)
 - Accounting software – Quickbooks and Peachtree Complete Accounting
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ACCOUNTING & ADMINISTRATIVE MANAGEMENT

- Organized / Prepared year-end tax requirements for CPA firm and produced all financial statements for over 10 different companies.
- Managed general ledger, accounts receivable/payable, quarterly tax deposits for payroll and monthly sales tax, bank account & ATM reconciliations and daily/monthly/yearly audit reconciliations for all departments.
- Developed, analyze and prepare inter-company cash flow projection reports for CFO and cash management.
- Managed business from start-up to development of over 100 accounts.
- Coordinated and negotiated with vendors, set up new customer accounts, approved credit and billing system.
- Reconciled and prepared bank deposits, EFT payments from customer accounts to banking institution and cash drawer inventory.
- Assisted with construction job project estimates, spreadsheets and job project bidding for government and private entities.
- Trained staff in computer operations and company software.
- Managed all human resource needs including payroll, vacation allotment and company health insurance program.

CUSTOMER SERVICE MANAGER, REPRESENTATIVE & WARRANTY AGENT

- Created and established departmental policies and procedures for the daily and monthly operations for front office.
- Designed and implemented a Customer Quality Assurance Program and positively resolved customer complaints.
- Coordinated all warranty issues for home owners & associated subcontractors to result in positive resolution(s).
- Supervised, trained and scheduled front office personnel.
- Performed all front office operations including, but not limited to, check-in/out of customers, reservations and cash reconciliations.
- Developed strong repeat and referral business from customers and vendors.
- Instrumental in discovering a computer virus in our PMS system, resulting in saving company software and records.

DIRECTOR OF SALES & CATERING

- Coordinated with individual(s), business and government entities for business and lodging accommodations including, but not limited to, lodging requirements, reservations, meeting / catering arrangements, convention / group activities, receptions, transportation and supplemental activities.
- Underwrite sales contracts according to requirements and sales packages.
- Prepared marketing and advertising material concerning the facilities, services and package plans.
- Performed and addressed Yield Management requirements in conjunction with Room & Convention forecasting.
- Formulated inventory blocking and pricing strategies.
- Assisted front office personnel with daily operations and catering department.

Employment

COLORADO AUCTIONEERS ASSOCIATION, Executive Secretary – April 2017 – Present

ILLINOIS STATE AUCTIONEERS ASSOCIATION, Executive Director – October 2018 – Present
~ through AuctionLook Director / Management Services Program

CISSY'S AUCTION SERVICES, LLC, Owner / Operator / Auctioneer / Ringman
December 2010 – Present

WHITETAIL ENTERPRISES, LLC, Controller / Administrator – July 2013 – August 2015

RM2, LLC, Controller / Business Manager / Human Resources – July 2009 – April 2014

DEEP RIVER ACCOUNTING AND CONSULTATION, Bookkeeping – January 2013 – May 2013

LOCO, INC, Assistant Controller – June 2008 – October 2009

BLUESTAR INDUSTRIES, Accounting – October 2007 – June 2008

PAUL DAVIS RESTORATION & REMODELING, Controller / Job Cost Accountant – July 2007 – October 2007

PINNACLE HOMES, Warranty Agent – March 2007 – September 2007

WHISKEY RIVER, Bartender – February 2004 – October 2006

HAWTHORN SUITES OF GRAND JUNCTION, Controller/Guest Services Manager - May 2000 – July 2001

SILVERJACK MINING COMPANY, Bookkeeping (Secondary Job) – October 2000 – April 2001

GRAND VISTA HOTEL, Guest Services Representative Agent - February 1999 – May 2000

LAMSON DESIGN, Controller / Administrator - November 1996 – October 1998

RAMADA INN OF GLENWOOD SPRINGS, Executive Administrative Controller
– January 1995 – September 1995

HOLIDAY INN OF GLENWOOD SPRINGS – May 1988 – November 1994
Assistant Hotel Controller / Reservation & Guest Services Manager
Director of Sales and Catering
Night Auditor / Guest Services Representative Agent

Education – Mesa State College, Grand Junction, Colorado
Bachelor of Business Administration Degree – May 2004
Management
Tour, Travel and Commercialism Management

Associate of Administration and Office Technology Degree – May 2000
Accounting Technician with Supervision and Management
Tour, Travel and Recreation Management

References – Available upon request.