

Resume

Patricia E Hotchkiss
8325 SEVIGNY DR
N FT MYERS, FL 33917 US
Phone: 210-383-5527
hotchkiss_patricia@yahoo.com

Objective

Seeking full time employment in the, commercial or residential, construction office field.

Abilities

Problem solving, computer skills, organization abilities, etc.

Employment History

Job Accountant

11/1995 - 11/2008 CDI Contractors.LLC St. Louis, MO

Invoicing, ordering equipment and material, payroll time sheets, contracts, purchase orders, safety/safety meetings, OSHA inspections, shipping and receiving, filing, phones, etc.

Education History

Completion Date	Issuing Institution	Qualification	Course of Study
4/1988	Lakeland Community College	3 Years at College or a Technical or Vocational School	General Business

Additional Information

Training: Computer training at Way Public Library in Perrysburg, Ohio. Includes, Windows XP, Word, Excel, Internet, E-Mail, Etc.

Activities include: Reading, cooking, fishing, gardening, music, etc.

References

Eddie McNeil, Superintendent (Ret.)
CDI Contractors,LLC, 108 El Monte Trail Hot Springs, AR 71901
501-276-6992
Business reference known for 12 year(s).