

Patricia A. Crider

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Objective A full time career that uses my management, accounting and writing skills

Skills & Abilities

Office Management Skills

- Established a countrywide, licensed Household Goods moving company
- Managed office of approximately 6-10 employees
- Filed all paperwork for licensing, insurances, and to taxing agents
- Developed logos, promotional materials, and company website
- Processed weekly payroll, invoicing, credit charges, and client payments
- Interviewed applicants, completed background and credit checks
- Answered client and employee questions (by phone or in person)
- Scheduled client estimates and moves and employee work shifts
- Supervised household moves and household packing services
- Hired and trained a part time office manager

Retail Sales Management Skills

- Worked for 9 years in the Pennsylvania Wine & Spirits Shoppes
- Supervised full and part time sales clerks
- Attended to liquor sales, consumer needs and phone calls
- Controlled credit and cash receipts, sales logs and daily paperwork
- Implemented general sales promotions and procedures
- Ordered supplies, spirits, wine and special requests
- Balanced the ledger monthly

Accounting Skills

- Completed a one year training in Employer Unemployment Taxes (2003)
- Received and reviewed employer's UC taxes, calculated tax status
- Issued employer's tax bills and refund checks
- Emailed work assignments to field agents
- Issued vouchers for ledger changes
- Filed bankruptcies, liens, sheriff sales, and deferred applications
- Completed partial and full transfers of businesses
- Created new client files
- Reviewed all UC credits and charges for non-profit organizations

Writing and Speaking Skills

- Reporter: interviewer, researcher, OP articles, and event coverage

- Online editor of college newspaper
- Excellent skills in written documents and online submissions
- Well-versed in public speaking

Education York College of Pennsylvania York, PA 2010-2014

Major: Professional Writing

Baccalaureate Degree

Work Experience

The York Daily Record Newspaper 2014- Present

- Columnist

York College of Pennsylvania *The Spartan Newspaper* 2010- Present

- Online Editor & Features Reporter

Delauter's A1 Moving Helpers 2004-2009

- Co-Owner & Office Manager

Pennsylvania Department of Labor & Industry Employer UC Tax Department 2002-2004

- Unemployment Compensation Tax Agent

Pennsylvania Liquor Control Board 1993-2002

- Retail Sales Manager

Honors

Awarded four \$5,000 tuition scholarships by Pennsylvania Dept. of Labor & Industry (2010-2014)

Awarded four \$1,000 tuition scholarships by York College Heritage Award (2010-2014)

Awarded \$220 tuition fee by the Florence Kerrigan Memorial Scholarship for the 2013
Philadelphia Writers' Conference

1st place winner in nonfiction at the 2013 Philadelphia Writers' Conference (paid fee for 2014)

Consistent achievement of Dean's List status at York College of Pennsylvania

Lifetime Member of Sigma Tau Delta International Honors English Society

References available upon request