

Debbie Almanza

Professional

Date of birth : 03/01/1964

Married since : 04/14/2001

I have owned a driver's license (can also operate manual transmission) since 1982 with a clean driving record for over 20 yrs.

Highly motivated Professional with excellent organizational skills to allow me to perform various tasks simultaneously.

Very hard working individual dedicated to accomplishing daily responsibilities. Charming respectful & courteous to everyone.

Highly dependable & excellent attendance record. Willing to work until task is completed including overtime as needed.



804-496-8230



9101 West Cool Hill Road
Providence Forge, VA
23140



Dalmanza708@gmail.com

Work Experience

Regular Rural Carrier

United States Postal Service

Sept/2002 - Sept/2017

I was responsible for delivering all mail including Express, Registered and parcels weighing up to 70 lbs to over 680 residential/business addresses 5 & 6 days per wk (averaged 8-12 hrs per day) while driving a Postal truck. My duties included inspecting vehicle & reporting any repairs needed daily, sorting & loading mail onto truck in route sequence order, delivering in all weather until all mail is delivered as late as 11pm. Also responsible for all customer names & address changes (memorized) and experienced in more than 12 different routes!

Machine Operator

Envelopes Only Inc

June 1993 - Jan 2003

Worked as a machine operator running various different envelope manufacturing machines. Duties included cleaning & maintaining machine, feeding paper, gum, plastic to make product while inspecting & packing into boxes onto pallets. Keeping daily logs of all jobs performed & also worked in the printing department during down times in between jobs for different sized envelopes. Worked all overtime including Sundays for all shifts.





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Front End Supervisor/Cashier

[Food Lion](#)

Sept 1990 - June 1993

Worked as front end supervisor & cashier, bagger, HBA and Produce. Duties included waiting on customer, stocking, facing product on shelves, cleaning, accounting for deposits & cash drawers and supervising employees.

Office Secretary

[Diamond Springs Water Co.](#)

June/1987 - June/1990

Worked in a very successful family owned spring bottled water delivery business in the office as a hands on secretary in all aspects including answering phones, setting up new customers contingent upon credit, dispatching emergency calls to drivers as needed, also sold water coolers & supplies or set up contracts to rent equipment as needed, invoicing, accounts receivable, billing, collections, daily computer backups, customer service, filing operated various office equipment.

Eligibility Claims Processor

[Provident Life & Accident Insurance Co](#)

May/1984 - May/1987

Worked in Health & Dental Insurance Claims office in Data Entry starting out as a File Clerk then after 8 months moved up to processing both Medical & Dental patient claims using ICD-9 & CPT Codes.



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Education

Certified Nursing Asst (CNA)

[Burke-Whitlocke School of Nurse's Aide](#)

June 1983 - Aug 1983

Learned all aspects of basic nursing procedures including taking blood pressure readings & vital signs, proper bed making techniques, to bathing & caring for patients while keeping daily progress report of patients among other related tasks. Also trained in CPR.

Business Occupations

[Henrico Training Center](#)

Sept 1980 - June 1982

Learned all Office, Secretarial & Clerical procedures including accounting, bookkeeping, typing, filing, 10key calculating & professional letter writing skills among other related tasks. Worked in job study program 2 hrs ea day (paid on the job training while in school) in the school library & cafeteria learning various additional skills including alpha-numeric duey-decimal code for filing library media & accounting skills to prepare free lunch tickets for students.





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School Paper Editor

Participated as the School Newspaper Editor for 2 yrs being responsible for various news stories about school campus activities.



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Various Skills

Typing - 45 wpm

Can perform & have Intermediate working knowledge of computer & data entry skills including Internet related Google search engines & downloading various documents in PDF form

10key touch calculating

Experience with Microbilt..associated with The Credit Bureau for credit checking purposes

Have knowledge of cross referencing phone numbers to addresses vice versa

Can operate Copy Machine, Printer, Fax Machines

Also operate various envelope manufacturing machines including manual & electric pallet jacks

Added Experience

I have experience in Logistics, Manufacturing, Retail Sales, Secretarial Office Procedures in Insurance, Medical and small business office settings including Data Entry, Receiving, Filing, Customer Service, Receptionist, Collections, Billing and Mailing.