

## **KARIN ARMSTRONG**

12 Snead Court  
Little Egg Harbor, NJ 08087  
(908) 672-3177

### Objective

To secure a challenging and responsible full-time position where I can use my knowledge, experience, and skills to effectively and efficiently perform the key accountabilities in a professional manner.

### Education

Manville High School, Manville, New Jersey, General

### Work Experience

2005 – Present – Somerset Raritan Valley Sewerage Authority, Accounts Payable/Government Purchasing Assistant

2003 – 2005 – Hamon Corporation, Document Control Coordinator

2000 – 2003 – Project Logistics c/o Hamon Corporation, Onsite Traffic Coordinator

1993 – 2000 – Lloyds Furniture/Kids Furniture Land, Delivery Coordinator

1984 – 1987 – City Federal Savings & Loan Corporate Office, Accounts Payable

1982 – 1984 – Kmart, Cash Control, Customer Service

### Skills

Highly developed organizational and communication skills.

Microsoft Excel, Word, and Outlook.

Microfund departmental purchasing programs.

### Leadership and Volunteerism

Brownie/Girl Scout Leader

Softball and cheerleading coach

Treasurer, MYAL Pop Warner

Co-founder and President, Ladies Auxiliary FINDERNE Fire Department

Organizer of and participant in several community fundraisers for local charities

### References

Ronald Anastasio, Executive Director, Somerset Raritan Valley Sewerage Authority, (732) 469-0593, [Ron.anastasio@srvsa.org](mailto:Ron.anastasio@srvsa.org)

Sherwin Ulep, Engineering, Somerset Raritan Valley Sewerage Authority, (732) 469-0593, ext. 247, [Sherwin.ulep@srvsa.org](mailto:Sherwin.ulep@srvsa.org)