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*Objective*

To obtain a position within a growth nurturing environment where my skill and experiences are best served.

*Summary of Professional Skills*

- Accounts Receivable Manager
- Administrative Assistant
- Bookkeeper
- Collections and Billing
- Cash Reconciliation
- Scheduler
- Event Planner

*Summary of Employers*

Parx Casino  
Bensalem, Pa.  
Horsemen's Bookkeeper For the Race Track  
2011 to Present  
**Planet Earth Recycling,**  
**Philadelphia Pa.**  
2001 to 2011

Account Receivable Manager  
Administrative Assistant to Owner  
Billing  
Collections  
Answered Phones  
Filing  
Scheduled Deliveries  
**City of Philadelphia, Parks and Recreation,**  
**Philadelphia Pa**  
After School Teacher  
Event/Trip Planner  
Children's Crafts

2001 to 2005