

FIRST LAST

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Portland, Oregon 98759

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Accounting clerk with extensive customer service in retail environment

COMPUTER SKILLS

Quickbooks 2018
MS Excel, Access 2017

Windows 10
MS Word 365

E-mail Protocol
Internet Research Techniques

ACADEMIC COMPETENCIES - PROFICIENCIES

Bookkeeping

- Accounts Payable/ Accounts Receivable
- Inventory Control/ Computerized Tracking
- General and Sales Ledger
- Billing and Account Reconciliation
- Financial Statements
- Prepare invoices and monthly statements

Payroll

- Payroll and personnel record keeping
- Calculation of pay, payroll journalizing
- Fed/state payroll regulations, social security, withholding and unemployment

EDUCATION

Portland Community College, Portland, OR

AAS, Business Administration with emphasis in accounting Anticipated June 2004

- Current GPA 3.5

RELEVANT EXPERIENCE

Accounting Assistant Internship (winter term) 2017
Portland Community College Bookstore

- Gained experience in sales reconciliation, accounts payable/accounts receivable, cash procedures, receiving/inventory and general ledger entry.

WORK HISTORY

Cashier, Fred Meyer, Grocery, Portland, OR 2012 – present

- Handle numerous transactions daily while attending to multiple details i.e., discounts, programs, counterfeit money, scams and customer concerns. Balance till nightly

Library Assistant, City of Gresham Public Library, Gresham, OR Summer 2011

- Provide customer service to culturally diverse general public. Familiar with handling multiple tasks simultaneously and attending to details and team member's needs.