

John L. Smith

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QUALIFICATIONS

Accounting/Business Skills

- Manage general ledger and journals
- Calculate, post and verify accounts payable and receivable
- Reconcile bank statements and made deposits
- Timesheet approval, verification and tracking
- Order and inventory office supplies
- Efficiently organize and process bulk mailings to customers

Management and Supervision

- Troubleshoot, resolve problems and handle customer complaints
- Participate in staff recruitment, hiring, training and scheduling
- Supervise data entry staff.

Computer and Office Skills

- MS Word, Excel, Access, Internet, E-mail
- Use database software to retrieve information and create customer lists
- Keyboard 60 wpm, 10-key by touch
- Draft email and business correspondence
- Organize shared online document filing system
- Update training manual

WORK HISTORY

Accounting Supervisor U-haul Company of Oregon, Portland, OR 2010- Present
Accomplishment: Promoted rapidly (data entry clerk to Accounting Assistant to Supervisor.

- Oversee all data entry personnel performance and coaching.

Cost Accounting Clerk Health Service Center, Portland, OR 2005-2010
Accounting Assistant Portland Public Schools, Portland, OR 2000-2005

EDUCATION

Associate of Applied Science, Business Administration
Portland Community College, Portland, OR 2017

Bachelor's, Political Science
Portland State University, Portland, OR 2010