

**EDUCATION***Everett Community College:*

Accounting

Degree

Business Administration

Degree

Bookkeeping

Certificate

Business Administration

Certificate

**Summary of Qualifications**

- Proficient in Microsoft Word, Access, PowerPoint, Outlook Express
- Advanced in Microsoft Excel including PivotTables, VLOOKUP, INDEX/MATCH, and Data Tables
- Good analytical and math skills with the ability to understand accounting and budget reports
- Strong interpersonal skills with the ability to work with a diverse complement of people
- Proven adaptability to differing cultural and business environments
- Ability to be cross-trained multi-task and detail oriented

**Volunteer Activities****United Way****Intake Specialist, Tax Preparer**

2016-Present

- Help taxpayers by using their federal, state and local codes and see to it that clients receive the maximum benefit permitted under the law of government

**EXPERIENCE****Tulalip Market**

Marysville, Washington

**Cashier/Stock Clerk**

2014-Present

- Operate a computerized cash register to perform cashiering duties
- Monitor inventory levels of all gas station and convenience store products.
- Prepare bank deposits by compiling data from cashiers.
- Stock shelves and display cases with appropriate products as needed

**Walmart**

Marysville, Washington

**Overnight Stocker**

2012 – 2014

- Received and stacked store merchandise

**TD LDT Inkomtech-Service**

Kiev, Ukraine

**Bookkeeper**

2008 – 2012

- Creation/interpretation of extensive Excel reports
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments
- Receive payment by cash, check, credit cards, vouchers, or automatic debits
- Assist customers by providing information and resolving their complaints
- Establish or identify prices of goods, services or admission, and tabulate bills using calculators cash registers, or optical price scanners
- Prepares accounts receivable billings; collects billing data from various manual and automated sources; reviews and verifies data for correct procedures and accuracy; mails out bills
- Posts receipts and invoices on accounts receivable and other manual and automated records; categorizes, balances and reconciles receipts and bank statements

**TD LDT Inkomtech-Service**

Kiev, Ukraine

**Cashier**

2006-2008

- Sending cash, checks, or other forms of payments to the bank.
- Count money, verify counterfeit currency, make correct change, and issue receipts
- Monitor inventory levels of all gas station and convenience store products.