

Elle Campbell

CORVI BIBLIOTHECAM
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EXPERIENCE

Freelance editor

September 2004 - PRESENT

- Editing college papers for style, usage, and content (including argumentative essays, research papers, and dissertations)
- Editing manuscripts for publication

AEON Law, Seattle WA – Office Manager

June 2018 - January 2020

- Preparing documents for attorneys, including Letters of Engagement, Project Proposals, and Invoices
- Bookkeeping and Billing - including all A/R and A/P for the firm and payroll
- Human Resources management

Disability Rights Washington, Seattle WA – Office Assistant

November 2017 - June 2018

- Receptionist duties: answering and routing calls, scheduling appointments, handling mail, data entry, special projects for teams (editing/proofing, etc.)
- Maintaining client database, tracking projects and cases, ensuring that all logged calls and letters are answered by appropriate team in timely manner
- Assisting accounting department with A/P and A/R

Progressive Tech, Seattle WA – Technical Advisor

March 2016 - June 2017

- Check in customer jobs and make all relevant notes for technicians
- Answer phones and emails; liaise between technicians and clients; explain diagnostic results and repair quotes
- Minor tech work: hardware repairs, software installations and repairs, consultations with customers to assist with new software and interfaces
- Supply ordering and inventory counts, as well as all receiving, shipping, and returns.

CC Filson Co., Seattle WA – Production Payroll Asst.

April 2014- March 2016

- Input all production time-work information for factory employees, including calculating any pay differentials for special projects and interdepartmental work
- Process and run all payroll reports (daily, weekly, monthly, quarterly, annually)
- Liaise between various branches of production dept. as well as between production and other depts. that need production data and reporting

SKILLS

- 10+ years' customer service
- Typing 80 wpm
- 10-key (sight and touch)
- Windows 7/8.1/10 & MacOS
- Intermediate accounting and bookkeeping (A/P, A/R, payroll)
- Internet research techniques
- Chicago, APA, and MLA Manuals of Style
- MS Office, Google Docs, HTML, Wordpress
- Filing/cataloging systems
- Writing, editing, and proofreading
- Excellent communication: written and verbal

EDUCATION

Seattle Pacific University
Seattle WA
BA, English Literature

June 2009

EXTRAS

PFM Roller Derby
Club Member – skater
Vice President – 2016

June 2012 - Present

- Coach - Fundamental skills practices
- Practice manager
- Practice schedule coordination
- Monthly scrimmage volunteer coordination
- Liaison to businesses and leagues
- Fundraising assistance
- Social Media assistance
- Conflict resolution
- Herding cats

REFERENCES AVAILABLE