

Renaë Henry

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Marysville, WA

OBJECTIVE

Looking for a challenging role in a reputed company to utilize my skills while challenging and helping me grow as an individual by allowing me to explore new ideas and commitment to the daily operations.

- Hard working/ Team player
- Dependable/Reliable
- Self-motivated/Proactive
- Quick learner/ Adaptable
- Efficient
- Professional

SKILLS AND EXPERIENCE

- ❖ Computers- Windows XP, Excel, Word, Adobe
QuickBooks/QBO, Microsoft Suite, Access, Google Drive
- ❖ Typing 50+ wpm
- ❖ Data entry
- ❖ Bookkeeping/ A/R A/P / Payroll/ Quarterly Reports/ Invoicing, Billing
- ❖ Writing reports for contractor and producing project estimates
- ❖ Policy/ Manual creation and implementation
- ❖ Creating and maintaining business websites/ Marketing
- ❖ Self Motivated/ Leadership

- ❖ Knowledge to oversee project plans, interpret data, blueprints and design plans
- ❖ Time management
- ❖ Project Management
- ❖ Monthly Budgets/ Reconciliation/ Cost sheets, Daily progression logs

EDUCATION AND TRAINING

EVCC Undergraduate DTA completed 03/2021

Bookkeeping Certification near completion

QBO Certification 09/2021

Business Computations using Excel,
Interpersonal Communications,
Intercultural Communications, Everett
Community College- EVCC

WORK EXPERIENCE

**JWP Construction Project Engineer/
Accountant/ Executive Assistant 03/21-
Present**

**Snohomish County Corrections Guild
Marketing Assistant/ Payroll Assistant/
Administrative Assistant 4/19- 03/20**

**Residential Counselor
05/12-09/13**

**Home Caregiver / P.A.
04/09-03/12**

**Diet Assistant Providence
Hospital 09/08-10/09**

**Data Entry/A/R, A/P Clerk American Red Cross
5/08-9/08**

**Receptionist/ Acct Asst T&W
Automotive 10/06-4/07**