

Karen Barnes Farley

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Objective

A positive outlook, problem solving skills, and a background in project management, accounting, and the creative arts, give me the ability to meet deadlines, and be a flexible and self-motivated employee to better help the company in its day to day business.

Work History

Dog Breed Gifts, Portland, OR

Small Business Owner

Dog Breed Gifts is a small on-line catalog business www.dogbreedgifts.com. Create and maintain website. Wholesale Purchasing. Order Entry & Fulfillment. Product photos, descriptions, and pricing for on-line store. Customer Service. Bookkeeping.

Barbara Kite Studio, Portland, OR

Administrative Assistant, contract

Maintain website www.barbarakite.com. Edit and publish online newsletters. Manage social media presence on Facebook, Twitter, and LinkedIn. Maintain monthly student roll sheets and track payments. Design marketing materials.

Sixteenth Avenue Systems, LLC, Portland OR

Bookkeeper, part time

Handle the bookkeeping tasks as needed. Client billings and payments. Enter expenses and print checks. Create end of year documents for CPA.

Rosco Laboratories, Inc., Stamford, CT

Data Entry, contract

Off-site data entry for an international theatrical effects and supplies company. Enter bills of material. Correlate manufacturing data, mechanical drawings, data sheets, suppliers, and cost information and upload to an off-site data storage facility.

Rosco/Entertainment Technology, Portland, OR

Project Coordinator/Inside Sales

Coordinate and review paperwork provided by quotations manager, regional sales staff, application engineers, and customers to insure accuracy of orders prior to manufacturing and delivery. Review customer invoicing and payments for accuracy and completeness. Audit sales commissions issued to Manufacturers' Reps. Coordinate customer service inquiries. Demonstrate products at trade shows.

Entertainment Technology, Inc, Portland, OR

Production Manager/Inside Sales

Develop inventory numbering scheme. Oversee data entry of inventory counts and costs. Create bills of material from engineering documents for microprocessor based theatrical lighting controllers and dimming systems. Develop and flowchart manufacturing procedures for factory employees. Work with factory manager to resolve quality control issues and document revisions. Enter sales orders and maintain

customer files. Handle customer delivery and order inquiries. Maintain accounting system upgrades. Help with tradeshow.

Full Charge Bookkeeper/Office Manager

Enter postings to General Ledger, Accounts Receivable, and Accounts Payable ledgers. Issue A/R invoices and statements, apply payments. Maintain customer records, issue credits. Review cash flow and generate vendor payments. Reconcile monthly Journals and print reports. Work with CPA to generate monthly Balance Sheets and Financial Statements and annual End of Year postings and reports. Maintain payroll time sheets; coordinate with Payroll Service the payroll, quarterly state & federal tax reports. Maintain accounting software upgrades. Train staff on use of office software. Handle multi-line phone system, order office supplies, maintain office equipment, and handle shipping and receiving.

Education

BA, San Francisco State University-San Francisco, CA

Volunteer Activities

JANE a theater company, Portland, OR

Treasurer & Board Member.

Responsibilities- Bookkeeping. Provide monthly financial reports to board. Assist with budgeting. Design posters and post cards. Maintain website www.jane-a-theater-company.org. Edit and publish on-line newsletter.

JANE a theatre company is a non-profit theatre company producing plays in Portland, Oregon.

Save Our Elms, Portland, OR

Past President & Board Member

Responsibilities- Co-organizer of the Gala fund raising event. Editor of the annual SOE Newsletter. Publicity for local fund raising events. Create and maintain website www.saveourems.org.

Save Our Elms is a non-profit organization established in 1995 by the neighbors of Ladd's Addition to protect a grove of American Elm trees from Dutch Elm Disease.

Pacific Railroad Preservation Assoc., Portland, OR

Secretary, Member

Responsibilities- Record minutes of board meetings. Help with fund raising.

PRPA is a non-profit organization that restored Portland's historic SP&S 700 steam locomotive to operating condition, reversing 30 years of neglect.

Skills

SAGE Accounting and Manufacturing Software

Microsoft Word, Excel, Publisher

Adobe Photoshop, Acrobat, Dreamweaver, PageMaker

Quicken, Quickbooks, SAGE50(Peachtree)