

# AARON DAIKER

(503) 407-2548 • aarondaiker@gmail.com

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## SUMMARY OF QUALIFICATIONS

- Self- motivated and effective team player
- Possess strong problem-solving and troubleshooting skills
- Detail oriented, organized, and creative
- Maintained full course load while working 20 hours per week
- Experienced using Excel, Access, QuickBooks, Dynamics GP
- Enhanced cultural awareness and adaptability

## EDUCATION

Portland State University, *Portland, Oregon*

Sept. 2010 - August 2012

### **Bachelor of Science in Business Administration - Accounting**

- Eligible to sit for CPA exam June 2013

## WORK EXPERIENCE

Knowledge Universe *via* (Robert Half International)

### **Accounting Specialist**

Jan. 2013 – Present

- Review, audit, and analyze 35 centers documentation for accuracy and completeness
- Use data to compile billing reports for monthly Child and Adult Care Food Program reimbursements
- Maintain monthly files for 35 centers, including all required documentation, in a neat, organized manner
- Input 4-5 weeks expenses each month for all assigned centers using 10-key
- Work against filing deadlines prioritizing work flow based on importance

Delivered Dish, *Portland, Oregon*

Jan. 2012 – Sept. 2012

### **Accounts Payable**

- Prepare 30 to 40 weekly vendor checks utilizing QuickBooks
- Prepare 350 to 400 vendor checks bi-monthly utilizing QuickBooks for locations in San Diego, Denver, and Portland
- Process and match all invoices with vendor checks for three locations
- Responsible for timely payments of vendor invoices as they arrive
- Process expense reports for several sales employees monthly
- Research and resolve errors on vendor accounts when needed

Delivered Dish, *Portland, Oregon*

2006 – Sept. 2012

### **Driver (1099 employee)**

- Responsible for delivery of corporate catering orders up to \$1500
- Handle credit and cash purchases for over 50 customers per week acting as cashier
- Average 30 to 40 deliveries per week of which included corporate clients
- Maintain excellent relationships with 150 participating Portland area restaurants
- Manage time efficiently and effectively for customers and Delivered Dish when driving
- Ensure quality and timely service to customers in under 60 minutes

## INTERNATIONAL EXPERIENCE

Southeast Asia Travels

Sept. – Nov. 2012

- Vietnam, Thailand, Malaysia, Singapore
- Indonesia, Cambodia, South Korea, China

## COMPUTER SKILLS

- Microsoft Office, Excel, Access, QuickBooks, Dynamics GP