

## Jennifer J Harbick

5325 N Montana Avenue Portland OR 97217 971-227-0709 jharbick1@gmail.com

**Objective** To obtain a position that will effectively utilize my existing skills and also challenge me

### Experience

#### Retail

January 2012 - Present Knack Portland, Oregon

- Open and close boutique
- Keep boutique clean and straighten displays
- Greet and engage customers
- Answer questions regarding artists work
- Take in new artwork from artists
- Create new displays and/or rearrange existing displays as needed
- General retail sales transactions

#### Accounting Assistant/Payroll Administrator

April 1997 - October 2010 Storables, Inc. Portland, Oregon

- Audit invoices for discrepancies and adjust payment due as needed
- Prepare invoices for timely payments insuring discounts were taken
- Collect and process vendor payments and make weekly deposits
- Enter daily sales information for our six retail locations
- Process payroll using ADP on a bi-weekly basis
- Assist in yearly renewal of medical insurance
- Assist in yearly audit of 401k plan
- Organize yearly flu clinics for all location
- Assist in organizing our twice yearly manager conference; securing meeting site, travel accommodations and social events
- Distribution of weekly mail packs
- Complete knowledge of office administration

#### Accounting Assistant

April 1994 - April 1997 Rogue Ales Portland, Oregon

- Assisted in all accounting related duties
- Monthly state reporting to OLCC
- Assisted in payroll
- Personal assistant to company owner
- In charge of keeping office running efficiently
- Office receptionist
- Scheduled meetings and travel accommodations for all staff
- Corporate office representative to our distribution center in Newport
- Organized all office events including yearly office staff retreat

### Education

Umpqua Community College Roseburg Oregon

1990 - 1992

- Business Technology

### Interests

Sewing/crafts, working out, indoor cycling, hiking and family/friend time

### References

References are available on request.

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