

QUALIFICATIONS

- Highly Organized and Detailed Orientated.
- Dedication and Focus; Able to Prioritize and complete multi-tasks and follow through to achieve projected goals.
- Independent self-starter, Self-Motivated Professional, Strong communication skills, Highly Productive, Creative Problem-Solver.
- **Computer Skills:**
- Windows 98, Vista, Windows 7, Excel, Open Office, Microsoft Office, Quickbooks 03, 05, 06,07,10,11. Internet Savvy., Word Processing.
- Experience using Fax, Copier, Printer, Scanner. Most General Office Equipment.

PROFESSIONAL EXPERIENCE

Company Owner

Creative Business Services **Bend, Or** **2005 -**

- Full Service Bookkeeping, Payroll, Quarterly Reports, W-2s, 1099s
- A/R and A/P
- Tax Preparation – Payroll Taxes, Year end preparation for Taxes.
- Establishing accounting system for new businesses
- Quickbooks Pro Set up for clients

Office Administration/Shipping/Packaging

Ladies In Red **Redmond, Or** **2007-2010**

- High level of Phone service, Bookkeeping in Quickbooks, Created Organizational systems, organized clients work environments, managed office, A/P and A/R
- Shipping, dealing with different Agricultural Depts., Working with shipping companies.

Office Administration

Children's Music Theater Group **Bend, Or** **2004 - 2005**

- Managed Office, Answered phone, production assistant manager, published advertising, organized costumes and props.
- Created data base of students and supporters.
- Worked with children and Parents, ticket sales, was involved in all areas of business.

Office Administration

Pine Meadows Family Health Care **Bend, Or.** **2000 - 2003**

- Managed Office, Answered multi-line phones, schedule appointments, deal with patient concerns, organize space, data entry, filing.
- Work with Insurance companies.
- Ran 3 practitioner office solely.

Office Administration

Wall Street Family Practice **Bend, Or** **1998 - 2000**

- Managed Office, Answered multi-line phones, schedule appointments, deal with patient concerns, organize space, data entry.
- Work with Insurance companies.
- Front Desk Receptionist, filing.

EDUCATION

Bachelor Of Science – Liberal Studies

Oregon State University Corvallis, Or

1998

Associate of Arts

Central Oregon Community College Bend, Or

1994

REFERENCES

Randy Irwin – Lane County Park Ranger
541-514-5815

Almine Barton – Acupuncturist – Wellness Clinic
503-756-5602

Jeff Evans – Downing Capital Group
541-728-0057

More referneces upon request