

Resume of Michael D. Beams
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PROFILE: A recent college graduate with a strong background in accounting, business, general office work, customer service, and computer technical support.

EXPERIENCE:

2012 - 2013 STAFFING AGENCIES, PORTLAND, OR

Various Assignments

Reviewed and checked mortgage insurance claims for accuracy.
Did heavy word processing and data entry in the office and on the Internet.
Used Windows software, especially Excel.

2009 - 2011 PORTLAND STATE UNIVERSITY, PORTLAND, OR

Student

Earned a bachelor's degree in Business.
Coordinated or lead team-based projects.
Coordinated, assisted with planning, and worked as staff for fund raising and other events.

2008 - 2009 ANGELFIRE ARTS, PORTLAND, OR

Accounting & Personal Assistant

Managed banking, maintained books in QuickBooks, processed bills and A/P.
Provided office management freeing the owner to pursue their core interests in the business.

2006 - 2008 ACS, A XEROX COMPANY PORTLAND, OREGON

Call Center Support Representative

Processed lost and stolen claims.
Resolved billing issues, applied credits and payments to clients accounts.
Handled client problems and complaints.

2005 - 2006 STAFFING AGENCIES, PORTLAND, OREGON

Various assignments

Worked in A/P & A/R.
Maintained general journal and vendor billing.
Audited vendor invoices and bill statements.
Prepared and performed daily money deposits.
Did heavy data entry and word processing.

2003 - 2005 PORTLAND COMMUNITY COLLEGE, PORTLAND OREGON

Student

Earned an Associate Degree in Accounting.
Successfully completed an internship in Accounting.

June 2004 - August 2004 DIPRIMA DOLCI, PORTLAND, OREGON

Accounting Intern

Reconstructed financial history in QuickBooks.
Switched to accrual basis bookkeeping and provided first financial reports.
Insured proper recording of transactions, matching expenses to correct time periods.

1998 - 2005

PORTLAND COMMUNITY COLLEGE AND VARIOUS, PORTLAND, OREGON

Computer Help Desk Representative - PC Technician

Provided telephone and on site PC and Macintosh technical support.
Identified and resolved customer technical issues in person and on the telephone.