

**Kaylee Usher**  
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## **EDUCATION**

**University of Oregon, Eugene Oregon**

**Graduated Winter 2011**

Bachelor of Science in Accounting, Minor in Economics

## **PROFESSIONAL EXPERIENCE**

**Accounts Payable Team Member**

**April 2011-October 2011**

Treasury Wine Estates (formerly Foster's Group)

Melbourne, Australia

- Began as temporary employee; contract extended due to ability to quickly learn organizational processes and playing a significant role in helping company through de-merge from Foster's Group
- Reviewed and processed 500+ invoices and rebates weekly via Oracle software
- Made reconciliations of vendor statements, researched discrepancies and implemented solutions related to accounts
- Organized and executed training of new employees
- Significantly reduced time required to prepare and process invoices by implementing new procedures

**Accounting/Administrative Assistant**

**September 2008-March 2011**

Department of Public Safety

Eugene, Oregon

- Managed preparation of daily spread sheets for month-end balancing and reports
- Completed monthly reconciliation of accounts and updating of the annual budget
- Managed records of fixed assets and depreciation schedules
- Maintained the Director's calendar by making appointments, arranging group meetings, and making schedule revisions based on emerging urgent issues
- Created and maintained personnel files for all Public Safety Officers
- Assisted Business Manager with daily tasks including managing multiple schedules, organization, handling correspondence, running errands, and coordinating mailings

**Office Assistant**

**September 2006-June 2008**

Transit and Parking Services

Corvallis, Oregon

- Answered telephones and greeted visitors giving general information in response to inquiries
- Handled multiple responsibilities including: customer service, cashiering, inventory control, and re-stocking of department supplies
- Created and executed numerous projects using Microsoft Excel and PowerPoint

**Receptionist**

**June 2003-September 2008**

Barnes and Reynolds Insurance

Portland, Oregon

- Managed general office duties and administrative tasks
- Organized and filed insurance records to ensure the safekeeping for future reference
- Served as a point of contact between clients, agents and underwriters by answering and making phone calls, receiving and sorting incoming correspondence and drafting outgoing letters and emails
- Scheduled client appointments and maintained up-to-date confidential client files

## **ACTIVITIES**

- Alpha Gamma Delta, Vice President of Finance, November 2007-2008
- Alpha Gamma Delta- Phi Chapter, Member, September 2006-Present
- Nike Women's Marathon finisher, October 2009