**Becky Handke**

31021 SE Bluff Road

Gresham, OR, 97080 United States

(503) 201-6392

thatbeckylynn@gmail.com

# Professional Experience

## Standard Appliance, Inc., Portland, OR United States

## Executive Assistant/MRO Buyer, Aug 2010 – present

* Purchase all non-inventory items for all company locations.
* Reconcile 15 monthly bank statements using Quickbooks and Excel
* Prepare responses to correspondence containing routine inquiries.
* Open, sort, and distribute incoming correspondence, including faxes and email.
* Answer phone calls and direct calls to appropriate parties or take messages.
* Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
* Attend meetings to record minutes.
* Prepare agendas and make arrangements, such as coordinating catering for luncheons, for committee, board, and other meetings.
* Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
* File and retrieve corporate documents, records, and reports.
* Review operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
* Provide clerical support to other departments.
* Coordinate the company picnic and Christmas Party.
* Write disclaimers for advertisements following FTC guidelines.

## US Bank, Portland, OR United States

## Collector, Mar 2007 – Mar 2009

* Answer customer questions regarding problems with their accounts.
* Arrange for debt repayment or establish repayment schedules, based on customers' financial situations.
* Negotiate credit extensions when necessary.
* Receive payments and post amounts paid to customer accounts.
* Advise customers of necessary actions and strategies for debt repayment.

## Standard Appliance, Inc., Portland, OR United States

## Accounts Receivable Clerk, Mar 2001 – Nov 2006

* Match order forms with invoices, and record the necessary information.
* Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
* Reconcile records of bank transactions.
* Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
* Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
* Prepare bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.
* Receive, record, and bank cash, checks, and vouchers.
* Operate 10-key calculators to perform calculations and produce documents.

## George Smith Appliance Sales, Portland, OR United States

## Receptionist, Aug 1999 – Apr 2001

* File and maintain records.
* Operate telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments.
* Collect, sort, distribute and prepare mail, messages and courier deliveries.
* Transmit information or documents to customers, using computer, mail, or facsimile machine.
* Greet persons entering establishment, determine nature and purpose of visit, and direct or escort them to specific destinations.
* Receive payment and record receipts for services.
* Perform duties such as taking care of plants and straightening magazines to maintain lobby or reception area.
* Take orders for merchandise or materials and send them to the proper departments to be filled.

# Education

## Mt Hood Community College, Troutdale, OR United States

## McCoy Academy, Portland, OR United States

# Additional Skills

* Project Management
* Business Writing
* Experienced in Microsoft Office (Word, Outlook, and Excel - Proficient in using for bank reconciliations, and for creating charts and consolidating data).