Carla Dimick

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**Experience**

**Office Manger**

**Orion Event Services,** Tualatin, OR

*2007 - Present*

* All aspects of accounting, including accounts payable, accounts receivable, balancing monthly accounts
* Input orders and process payments
* Ship and track equipment for events
* Made travel arrangements for staff to and from events
* Travel to events all over the United States and oversee the use of equipment and data entry
* Sales Analysis for each event
* Maintain office in cleanly and organized manner

**Administrative Assistant**

**Sony Computer Electronics of America,** Tualatin, OR

*2003 - 2007*

* Answered phones and screened for appropriate distribution
* Responsible for the procurement of office supplies
* Created sales analysis reporting and reported customer sales to corporate office
* Made travel arrangements and submitted expense reports
* Submitted advertisement reimbursement requests from clients and verify the placement of their advertisements
* Created presentations including Power Point and all materials needed for meetings

**Office Manger**

**Forte Registration Services,** Beaverton, OR

*1997 - 2003*

* Liaison between the sales staff and the CEO
* Supervised receptionist
* Responsible for sales reporting and event tracking
* Accounts Receivable and Accounts Payable
* Maintained employee records including payroll and personnel files
* Balanced monthly bank accounts and general ledger
* Traveled to events when needed

**Office Manger**

**Dual Lock,** Tualatin, OR

*1994 - 1997*

* Supervised receptionist
* Implemented inventory control system
* Implemented time clock reporting system
* Reported payroll and maintained employee records
* Accounts Receivable and Accounts Payable
* Balanced monthly bank accounts and general ledger
* Placed collection calls when necessary.

**Education**

Lane Community College, Eugene, Oregon

Pleasant Hill High School, Pleasant Hill, Oregon

**Skills**

* Microsoft Office programs (Word, Excel, PowerPoint, Outlook)
* QuickBooks
* Accounts Receivable, including collections
* Accounts Payable
* Answering multiline phones
* Prioritize work and adjust as needed
* Self Starter

**References Available Upon Request**