Dawn Angela Michaels

36629 SE Tracy Road – Estacada, Oregon 97023 – (541) 571-3524 SS# 541-96-5563 DL# OR4352591

**Education & Accomplishments**

Spanish Student of the Year, 1987 after 4 full years of classes

Estacada Union High School, Estacada, Oregon 1987 - Completed 12 grades, received diploma

**Skills**

Understand Authority Work well with others Data Entry

10-key by touch QuickBooks Pro 10 yrs Excel & Word

**Experience**

*Previous Employment*

Hermiston Assembly of God Church, 730 E Hurlburt Avenue, Hermiston, OR 97838, 541.567.0531.

*How Long?* *Job Title*

I was with Hermiston Assembly for 10 years Starting: Bookkeeper, Ending: Busi. Assist.

*Wages*

Starting wages: $9.50/hr 36 hrs/wk Ending wages: $11.50/hr 36 hrs/wk

***Duties:*** Mail, phones, filing, annual budgeting, monthly financial reports, responsible for General Ledger, reported hours/wages monthly, quarterly & annually to IRS and State of Oregon, ran reports, fixed discrepancies, printed checks, reconciled bank accounts, kept track of budgeted hours for salary and hourly employees, kept track of vacation hours, dealt with employees on a day to day basis, managed purchase orders, managed budgeted spending over several departments.

**References**

Jan Wheelhouse known: 11 years Friend Hermiston, OR 541.667.0402

Bonnie McNair known: 11 years Co-worker Hermiston, OR 541.567.0532

Shelley Schaffer known: 25-30 years Friend Eagle Creek, OR 503.680.4131