Aron Redden

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**Objective: Accounting Clerk**

**Education**

Mt Hood Community College Sophomore (10/01/08-Present)

Accounting Clerk Certification course Vice presidents Honor roll 3.75GPA

Graduated from Benson Polytechnic High School (1998)

**Summary of Qualifications**

* Certification as Accounting clerk expected after remaining keyboarding (2 credits) completed
* Thorough knowledge of Accounting principles with general knowledge of GAAP and Sarbanes Oxley Act
* Can design, build, install software and maintain personal computers
* Excellent organizing, problem solving skills with an attention to detail
* Strong work ethic, eager follower and leader, work well under pressure and in adverse conditions
* Substantial experience with computers and software (Word, Excel, Access, PowerPoint, QuickBooks)

**Relevant Work Experience and Skills**

**Pipe Layer/Operator/Laborer** (01/2005-01/2012)

* Operate Heavy equipment (bulldozers, track hoes, loaders)
* Install Water, storm water, and sewer pipes according to building codes and specifications
* Grade streets, trenches or other construction surfaces to specification
* Organize daily work and materials to complete work by deadlines and inspections as a team
* Unload and inventory deliveries of building and construction materials
* Inspect material moving equipment before and during normal operation for wear or breakage
* Read schematics and specifications, plumbing specs, blueprints and technical drawings
* Use geometry, algebra, and basic mathematics

**Tool Rental Associate** (01/2004-12/2004)

* Balance cash, receipts, and invoices, prepare billing statements, rental agreements, process and prepare business forms
* Provide customer service while using sales techniques, and obtain information from clients and customers
* Use computers to enter, access, retrieve data, organize and locate parts and inventory
* Manage inventories, supplies, tools and equipment for tool rental department

**Restaurant Manager** (04/1998-09/2003)

* Balance cash, receipts, invoices, and make nightly deposits
* Compile data for financial reports to determine proper staffing levels
* Manage Inventories and food supplies along with managing personnel and human resources
* Provide customer service in person and using telephone to maintain customer satisfaction

**Work History**

Jim Smith Excavating **Pipe Layer/Operator/Laborer** Oregon City, Oregon (07/2010-01/2012)

Bill Erickson Heavy Construction **Pipe Layer/Operator/Laborer** Oregon City, Oregon (01/2005-10/2008)

Home Depot **Tool Rental Associate** Portland, Oregon (01/2004-12/2004)

Vista Spring Café **Restaurant Manager** Portland, Oregon (04/1998-09/2003)