**James Bell**

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Portland, OR. 97217 jamesvbell@gmail.com

***Professional Objective***

To work in a challenging professional environment that allows my skills to build work experience in efforts to get C.P.A. certification.

***Qualifications and Skills***

-Team player and experienced working in teams - Extremely fast learner

-Dedication to complete tasks correctly and on schedule - Great ability in MS Office

-Great Interpersonal communication and listening skills - ACTG standards and practices

***Education***

*Lane Community College -*High School Diploma 1996 GPA 3.6

*Portland State University -* Specialization: Accounting

Received Bachelors in Science from the School of Business Administration September 2012.

Cost, Financial Reporting and Statements, Managerial, Audit, Accounting IS, and Tax Accounting.

Business school included Logistics, Marketing, Finance, Organizational Behavior, Human Resources etc.

***Work History***

**Groundskeeper** (spring, summer 2011-2012) *(Boss: Richard Smith)*

Responsible for maintaining property including landscaping, gardening, and handyman work on a 2 lot multi-acre property.

**Volunteer Referee** (December 2011-current) *(Supervisor and Mentor: Sephra Oare)*

Emerald City Roller Girls & Emerald City Junior Gems

Volunteer as a referee during scrimmages and bouts for both the woman’s and jr. leagues. Responsible for keeping skaters safe and playing by the rules.

***References***

Richard Smith 541-998-1302 Sephra Oare 541-520-6857 Catherine Bennett 541-285-5742