**Rebecca L. Olson**

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**Objective:** To obtain an office/clerical position in which my customer service, bookkeeping, and general office skills can help benefit the overall efficiency and productivity of the office.

**Education:**

* Paralegal Diploma, College of Legal Arts, Portland, OR 3.8 GPA 2007-2008
* Bachelor of Arts: History, California State University Chico 3.4 GPA 2004-2006

**Computer Proficiency:**

Software

* Word 2007 and 2010, Excel 2007 and 2010, PowerPoint 2007 and 2010, Access 2007, Quicken 2010.

**Experience:**

Office Assistant, ROBYX Management LLC. Kalama, WA 3/10-1/12

* Set up monthly travel arrangements for company
* Maintained financial records including billing and invoices
* Set up mailing system in order to try and obtain new clients

Café Seller, Borders Books and Gifts Roseville, CA 10/06-9/07

* Maintained swift service for clients
* Collaborated with co-workers to finish projects quickly and proficiently
* Presented and upheld the café décor and standards in a suitable manner

Deli Clerk, Raley’s, Lincoln, CA 7/06-10/06

* Efficiently balanced time and resources between various departments
* Adapted to various projects quickly and proficiently
* Helped customers come up with exciting meal choices

Accounting Clerk, Cobblestone Homes, Santa Rosa, CA 5/98-5/00

* Utilized special computer program to post checks and deposits for construction company
* Assisted in filing, receptionist, and typing duties
* Worked with head accountant in creating manuals for new home owners