**Tabitha L. Talley**

**7226 N McKenna Ave ∙ Portland, OR 97203**

**tabbytalley@yahoo.com ∙ 425-761-5143**

**Work Experience**

**Motus Recruiting (Temp at PECI and Charter Schools Capital) 503-496-1311**

4800 SW Meadows Road, Suite 460, Lake Oswego, OR 97035

July 2011 – April 2012

Project Assistant (ACW/Temp): Produced MOUs and attachments, Updated systems for all retailers and products in the lighting department, Created documents for website, Formatted sales data, Pre-processed rebates, Assisted SCE HVAC Optimization program

**Reekie Properties, 503-639-1600**

9830 SW McKenzie Street, Tigard, OR 97203

October 2010 - April 2011

Accounting Department: Paid all bills for all properties, Organized filing systems, Kept track of accounts and reimbursements, Reconciled account monthly

**Brandli Law, 360-378-5544**

PO Box 850, Friday Harbor, WA 98250

February - September 2010

Legal Assistant/Bookkeeper: Assembled and filed pleadings, Answered phones, Dealt with clients, Maintained filing and Quickbooks systems, Created invoices and statements

**Education**

**The Evergreen State College, Olympia, WA, September 2006 - March 2010**

Bachelor of Arts, Focus in Film and Media

* Studies included: business, Latin America, photography, theater arts, Shakespeare, Hollywood history, video/film production, television history, HD television production

**Lake Washington High School, Kirkland, WA, graduated June 2006**

* Honors Courses (English and World History)
* Emphasis in video and photography

**Skills**

Word, Outlook, Excel, Photoshop, Final Cut Pro, QuickBooks, Amicus

Various other computer programs (list upon request)

Spanish – knowledge of the language, not fluent

**Volunteer Work**

Spring Street International School Grad Video Editor 2010

San Juan Airport Fly-In Photographer 2010  
San Juan Update, Photographer/Videographer 2010

Thurston County Television Crew Volunteer 2009

The Evergreen State College Free Store 2008

MLK Jr. Experiencing Equality Day of Learning 2008