**Shelly Whitaker**

503-935-7942 12502 SW 127th Avenue

[seashellyn@msn.com](mailto:seashellyn@msn.com) Tigard, Oregon 97223

**Qualifications**

* Over 10 years experience in office, accounting and administrative work
* Mastered classes in Computers, MS Office, Communication and Public Speaking
* Proven ability to handle multi-tasks with ease and precision

**Office Management**

* Managed office of 30 employees
* Created new forms and procedures which streamlined work flow
* Trained and supervised temporary employees
* Accurately handled inventory using Access database
* Efficiently performed Human Resource duties
* Provided notary services

**Accounting**

* Processed Accounts Payable from coding invoices to check runs
* Processed Accounts Receivable from billing to deposit
* Assisted with payroll from entering time to running reports
* Performed bookkeeping duties using QuickBooks
* Accurately reconciled company account
* Managed line of credit

**Administrative**

* Effectively answered multi-line phone, directed calls and took messages
* Typed 60 WPM and 10-Key (by touch) over 10,000 KPH
* Scheduled appointments, business meetings and travel accommodations
* Performed data entry accurately and timely
* Prepared and manipulated spreadsheets in Excel
* Provided excellent customer service by using patience and listening skills
* Proficient with Windows, MS Office and many other computer applications

**Education**

**Associate of Arts - Oregon Transfer**, Portland Community College, 2010, GPA 3.52

**Experience**

**Office Manager** – S&M Steel Fabricators, Inc., Beaverton, OR

**Office Manager** – Joe Royse Construction, Tigard, OR

**Accounts Payable Clerk** – Buena Vista Custom Homes, Lake Oswego, OR

**Project Administrator** – Oregon Electric Group, Hillsboro, OR

**Accounts Payable Clerk** – Baugh Construction, Aloha, OR

**Accounts Receivable Clerk** – Gray & Company, Inc., Forest Grove, OR