**Soeliyanthy Widjaya**

**700 SE 180th Avenue**

**Portland, OR 97233**

**Anthy.widjaya@coldist.com**

**EDUCATION**

A.S. in Business with a **Medical Office Systems** concentration

Pensacola Christian College, Pensacola, FL, December 2007

3.2/4.0 GPA in major

**WORK EXPERIENCE**

Route Reconciliation, Columbia Distributing, Portland, OR *2008–present*

* Improved customer service skills.
* Reconcile invoices with payment.

Route Reconciliation, Emerald Staffing, Portland, OR *2007-2008*

* Improved customer service skills.
* Reconcile invoices with payment.

Sales Clerk, Smart Copy, Portland, OR *Summer 2007–2009*

* Produced course packets for Portland State University.
* Improved customer service skills.

Proof Operator, Fiserv, Portland, OR *2001–2007 (seasonal after 2004)*

* Entering data.
* Balanced deposit transactions.

Proof Operator, Talent Tree, Portland, OR *2003–2004*

* Entering data.
* Balanced deposit transactions.

Proof Operator, US Bancorp, Portland, OR *1999–2001*

* Entering data.
* Balanced deposit transactions.

**REFERENCE S**

* Hai Nguyen Supervisor 503-240-8353
* Stacey Vinas Co-Worker 503-727-3227
* Sanni Bahar Aunt/Manager 503-227-6137