**Carolyn Bertelson**

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Portland, Oregon 97236

503-415-9985

[Carolyn\_bertelson@yahoo.com](mailto:Carolyn_bertelson@yahoo.com)

**Objective:** Seeking entry-level opportunity in *Accounting* field

**Education:**

**Associate of Applied Science – Accounting**

Portland Community College Portland, Oregon 09/2010- 06/2013

*Testimonial:* “I was impressed not only by her strong academic ability, but also by her concern for others. Throughout one course, Carolyn worked with another student to help her understand difficult accounting concepts, and as a result the other student successfully completed the course.” Cynthia Killingsworth, CPA – PCC Instructor

**Skills:**

Produce accurate monthly Financial Statements (Balance Sheet & Income Statements and cash flow)

Produce annual Trial Balance Sheet

Provide General Ledger Maintenance (including bank & other account reconciliations)

Manage Accounts Payable & Receivable subsidiary ledgers

**Qualities:**

Honest Friendly Excellent Customer Service

Self-directed Team Work

Organized Accurate

Eager to learn Bi-lingual: English, Tagalog, Ilocano, Ibanag

**Experience:**

**Accounting Tutor**

Portland Community College Portland, Oregon 09/12 - 06/13

Assisted 2 to 3 accounting students every session in Tutoring Center

Helped with Financial Statements, Balance Sheets, Accounts Payable/Receivable Ledgers & General Ledger maintenance

**Math Tutor**

Portland Community College Portland, Oregon 09/10 - 06/12

Assisted students in passing GED test

Helped 3 to 4 students every session in solving math problems

Enjoyed assisting with Algebra (a personal passion)

**GED Vice President**

Portland Community College Portland, Oregon 09/10 – 06/13

Motivated students to pursue their educational goals

Met with students 2x/month to assist with studies

**Learning Garden Volunteer**

Oregon Food Bank Portland, Oregon 03/12 - 06/12

Gained & shared knowledge of gardening

Provided food for needy by planting fruits & vegetables

**Business Owner**

Avon & Natasha Products Philippines 04/05 - 04/08

Took orders, purchased products, delivered to customers & collected payments

Generate sales of 10% increase annually.