JUDITH A FRAVEL

530 SW 4TH ST

GRESHAM, OR 97080

CELL: 503-789-4393

EMAIL: JFRAV97@MSN.COM

OBJECTIVE: Accounting/Administrative position in a professional environment

EXPERIENCE: Accounts Payable Assistant

4/5/13 – 5/10/13 Stimson Lumber Co., Portland, OR (through Accountemps)

* Data Entry of Vendor payments
* Process invoices through A/P to create vouchers
* Process and mail daily check runs
* Communicate with Vendors regarding statements received and past-due invoices
* Pull files daily as shipment information is received to prepare files for invoicing to customer
* General data entry assistance
* Filing

Payroll Specialist, Garnishment Dept.

2/20/13 – 3/29/13 Knowledge Universe, Portland, OR (through Accountemps)

* Call Federal, State and private agencies to collect confidential information
* Follow-up with employees and/or agencies via phone, mail or e-mail to resolve project related issues
* Create/update daily excel report with information gathered

Purchasing Agent Assistant/Inventory Control

6/2011 – 7/2011 Disdero Lumber Co., Clackamas, OR

* Enter count and costs for on-site and off-site storage and re-manufacturing locations into computer system
* Create payment vouchers for various vendors
* Dispatch trucks from suppliers to inventory locations
* Enter purchase orders into system
* Interact with suppliers and remote inventory locations through phone and e-mail
* Create reports as requested by Purchasing Agent
* Data Entry
* Filing

Crew Leader Assistant/Enumerator

3/2010 – 8/2010 U.S. Census Bureau, Portland, OR

* Learn the nature, scope, and objectives of each assigned field operation and specific procedures to be followed
* Assist the Crew Leader to ensure work is completed according to procedures and on schedule
* Meet daily with Enumerators to assign work and conduct quality control on their paperwork to ensure accuracy and completeness
* Submit completed and acceptable materials to the Crew Leader on a regular basis
* Provide assistance and additional field training to Enumerators
* Conduct interviews with residents in assigned areas by following stringent guidelines and confidentiality laws
* Explain the purpose of the census interview, answer resident’s questions, and record census data

Tax Preparation/Data Entry

2003/2004/2005 Tax Season, Oakbrook Financial dba Cash Connection, Portland, OR

* Pull customer tax documents received on fax machine from various statewide Cash Connection stores
* Enter customer tax information into computer tax program
* Contact customers and stores to get additional information if needed
* Assist corporate Controller with accounting projects as time permits
* Data Entry
* Filing

Real Estate Broker

8/2001 – 11/2004 RE/MAX Equity Group, Inc., Gresham, OR

6/1996 – 8/2001 John L Scott Real Estate, Gresham, OR

* Assist clients with the purchase and/or sale of their residential real estate
* Fill out and turn in all necessary forms and paperwork to the brokerage office
* Phone and mail materials/information to market homes for sale and to keep clients informed of progress
* Attend corporate meetings and seminars for continued education
* Perform all bookkeeping/accounting functions for my business

8/1989 – 6/1996 North Pacific Lumber Co., Portland, OR

Supervisor, North Pacific Trading Dept.

* Supervise clerical staff of seven
* Train staff on new Order/Entry and Invoicing systems
* Create monthly inventory exposure and reserves reports
* Generate weekly and monthly reports on invoicing, sales, profits, and claims
* Produce monthly and quarterly marine insurance, harbor maintenance and tax reports
* Create Import and Export documentation and Letters Of Credit
* Resolve problems regarding claims, A/R and A/P
* Support/Assist Department Manager to insure the smooth operation of the department

Buyers Assistant, Shelter Products Div.

* Manage inventory quantities and costs for all remote inventory locations
* Audit and balance inventory books with the contacts at the remote locations
* Assist in the purchasing and shipping of products for inventories and direct to jobsites
* Data Entry
* Filing

Sales Assistant, Shelter Products Div.

* Control all of one salesman’s business while he was living out of town
* Control purchasing and shipping of products to his jobsites
* Control all clerical aspects associated with running a job, i.e. contracts, invoicing, claims, A/R, A/P, Material Liens
* Train new salesmen on company policies/procedures and the running of job contracts

OFFICE SKILLS: QuickBooks Excel Word Agility

10-Key by Touch Publisher PowerPoint Outlook

Oracle AS400

EDUCATION: Gresham High School

Portland Community College – Studies in Accounting and Management

Real Estate School of Oregon/Real Estate License