**KELLY WOU**

250 Nelson Lane

Gladstone, OR 97027

(503) 387-5858 - Home

(503) 475-1997 - Cell

[kellywou@comcast.net](mailto:kellywou@comcast.net)

May 1, 2013

Staffing Solutions, LLC

Attn: Linda Vega

610 SW Broadway

Suite 500

Portland, OR 97205

Dear Ms. Vega:

This is in reply to your job listing on Staffing Solutions LLC’s websitefor a *Receptionist*, updated and posted today, May 1, 2013.

With over ten years of experience as an Administrative Assistant, I am very detail-oriented and organized along with having excellent communication, computer and data entry skills. I am a firm believer in providing first-class customer service as well as being a team player for the entire organization. Furthermore, I have successfully completed college courses in Accounting and MS Office (Word, Outlook, Excel and Access) and I'm looking for the opportunity to get my foot in the door and apply my knowledge and skills to further your company’s future growth and success. Last but not least, what I lack in experience and education I make up for with a warm, friendly smile and a “can do” attitude willing to do what it takes to get the job done.

I look forward to the privilege of meeting you and discussing my qualifications in much more detail. I am available for an interview at your convenience.

Sincerely,

Kelly Wou

Attached: Resume

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**Targeting Opportunities within the Accounting/Administrative Career Field.**

Administrative professional with over 10 years of experience eager to put to use the knowledge and skills attained from both past employment opportunities and completed college courses. Extremely attentive to detail, highly organized and skilled in a variety of office support tasks, including:

Office Administration and Organization

Front Office Reception and Telephone

Word Processing With a Typing Speed of 50 WPM

Data Entry to include 10-Key by Touch (9,000-10,000 KPH)

Database Management, Records and Reports

General Bookkeeping (A/P, A/R and Account Reconciliation)

Microsoft Office Programs (MAC and Windows)

**Education and Training**

**Pioneer Pacific College, Business with Emphasis in Accounting**

Clackamas, Oregon **2008 – 2011**

**Program Highlights:**

Fundamentals of Accounting

Payroll Accounting

Advanced Accounting

Corporate Accounting

Cost Accounting

Management Accounting

Microcomputer Accounting

Peachtree Applications

QuickBooks Applications

Microsoft Office Access, Excel, Outlook and Word

**Clackamas Community College, General Studies**

Oregon City, Oregon **2004 – 2005**

**United States Internal Revenue Service Continuing Legal Education**

Ramstein Air Base, Germany **1995**

**Paralegal Specialist Certificate**

USAF Air Training Command, Maxwell Air Force Base, Alabama **1993**

**Work History**

**Chicago Title Insurance, Portland, OR Sep 05 – Sep 06**

**Adams & Associates, Clackamas, OR Mar 05 – Aug 05**

**Escrow Assistant/Receptionist**

Responsible for opening title and escrow orders for the sale and/or refinance of residential homes, condominiums, and apartment buildings utilizing the SOFTPRO database.

Cleared title reports to prepare for the closure of escrow by ordering payoffs of mortgages, judgments, liens, and taxes.

Monitored and produced continuous incoming loan docs via email.

Disbursed the closures of sales and refinances.

Liaison for escrow officer and customers.

**Thomason Auto Group, Gladstone, OR Jun 02 – Jun 03**

**Administrative Assistant**

Responsible for all accounts payable and receivable utilizing the

REYNOLDS & REYNOLDS database.

Extensive knowledge in ensuring proper submittal of payroll documentation.

Responsible for the requisition, distribution, and reconciliation of automotive detail and finish inventory.

Liaison for management and staff.

**Total Office, Gladstone, OR Mar 01 – Feb 02**

**Freelance Bookkeeper**

Responsible for all clientele accounts payable and receivable utilizing

QUICKBOOKS PRO 2000.

Responsible for all clientele monthly reconciliation of bank and credit account statements utilizing QUICKBOOKS PRO 2000.

**United States Air Force May 90 – Jan 00**

**Paralegal Specialist**

Worked in various national and international military law offices.

Extensive knowledge in domestic/family law, including creating and reviewing wills and trusts, and managing the tax program for a community of 40,000.

Extensive knowledge in military/civilian criminal system, including drafting and reviewing charges, docketing court cases for trial, and post-trial procedures for Federal and State crimes.

Extensive knowledge in various governmental claims procedures, to include third-party liability and medical malpractice claims.

**Exemplary Accomplishments**

Served ten honorable years in the United States Air Force boasting a flawless record with only top line ratings on performance reports and numerous awards of special recognition.