**Melissa A. Bostick**

5237 Washington Ct Lake Oswego OR 97035

• Phone no: 971-302-5915• Email: [melissabostick01@hotmail.com](mailto:melissabostick01@hotmail.com)

**Profile :**

My main goal is to find a long term position in the Accounting or Legal field. Currently available to meet for interview.

**Work History:**

**Accounting Technician**-Department of Justice- CCBC Sept 2011-Sept 2013

* + - R\*stars desk (The Relational Standard Accounting & Reporting System) created daily reports in excel to balance & release daily deposits of: ENI-state tax information, OVP-overpayment batch, other receipting checks batches , cash, and foreign money in amounts ranging from 500K to 1 million daily.
    - Check Fraud Specialist- Identified, logged, and corrected various misidentified and fraudulent checks & counterfeit checks via the state treasury portal called Positive Pay. Corrected misidentified check numbers and mismatched check amounts. Updated check status, researched and tracked check data to child support cases. Communicated with banking staff within certain timelines concerning urgent check issues. Saved check data on specialized computer system.
    - Morning check desk- greeted Das state department mailman to verify and count daily incoming checks, processed bad and live checks, in charge of Golden Seal ENI confidential reports, & logged and tracked verified amounts. Reconciled and balanced various check amounts. Created various legal memos such as writ of Garnishment & challenge to Garn for customers, courts and Banks.
    - Direct Deposit/Reliacard desk-processed direct deposit banking information & reliacard information for customers, made direct deposit coding system changes and processed reversals and returns of money and updated changes to child support cases to match daily treasury reports. Used Reliacard portal to update customer information with that of CSEAS, the child support enforcement automated system. Assisted up to 50 customers daily via phone and in person. Corrected child support payments made in error daily. Updated bank account and reliacard changes via supporting documentation.
    - Electronic Fund transfers desk- Processed garnishments, worked with employers and located employers who sent money with minimal identification. Reviewed and logged treasury amounts sent via the state data system, used CSPAY and other employer portals to assist and update employer accounts and assisted with questions related to employee garnishments. Assisted with Electronic Payment withdrawal desk to assist employees with specialized banking withdrawal paperwork.
    - Suspense balancing desk -processed and balanced money that was held on suspense back to child support cases, corrected and recoded child support payments to match general ledger reports and worked with case managers to balance adjustments made in error. Worked with management to readjust payments sent in wrong amounts and to the wrong cases. Processed and verified imaged documentation and changes.

**Paralegal Internship**-Federal Defenders Office-Portland, OR 97209

Fall 2010 -2011

Assisted 20+ attorneys and legal professionals in various duties such as opening and closing case files, creating time lines, research and data entry into Case Map, researched and organized huge case information, experienced drug court, lockup, court-run, and various clerical duties such as bates stamping, photocopying high profile cases, scanning, multi-use phone, data entry, and research in Lexis Nexis, and investigator meetings.

**Operations Manager** - Battery Geek Inc. & Solar Solutions LLC.- Lake Oswego, OR 97035, Jan 2004 - May 2010

Built product-based websites- latest projects are thebatterygeeks.net and solarsolutions.net. In the past I have helped my business partner start a very successful e-commerce businesswww.batterygeek.net back in 2004 selling various commercial and medical batteries which has grown in sales from 8K to 2.5 million per year.

• Started up and maintained all company books and taxes.

• Performed all accounting duties which included payroll and payroll taxes

• Hired and overseen basic employee functions such as shipping, receiving, and returns of inventory.

• Performed as inventory buyer for the company while consulting with all new and current suppliers on all company orders.

• In Charge of company advertising and promotion which incorporates finding new product ideas to traveling to world famous convention centers such as CES and Mac World and consulting with magazine editors and advertising consultants.

• Patented products with outsourced Attorney: In 2007 a

Medical Device called the Super CPAP battery non-

Provisionally in which I have extensive experience contracting with well-established medical companies.

**Staff Accountant/Traffic/Sales Manager** - Clear Channel Inc.-Austin, TX, Jan 1999 - Jan

2003

• Maintained and programmed time slot advertisements and promotions which ranged to a yearly average of a million a year from two radio stations KLFX and KIIZ.

• Managed sales team of approximately 15 people

• Maintained public relations between our company and national buyers along with all local businesses needing support on radio advertisements.

• Used Media Stars to create custom sales and accounting reports and managed A/R, A/P, and payroll.

**Staff Accountant/Traffic Manager** - Cool 105.5-Temple, TX, Jan

1998 - Jan 1999

• Maintained all orders, sales, and books for private oldies radio station that eventually had gotten bought out by Cumulous Inc.

• Performed as an office manager in charge of all radio advertisements and programming of commercials for businesses to training company secretaries.

**Activities Coordinator/Accountant Assistant** - THE WESTON Health Center-Temple, TX, Jan 1996 - Jan 1998

•Activities services provided onsite to residents

•Gave tours of facility to new potential residents

•Visited and aided nurses/social work in all aspects of resident care

•Took phone calls for the main director and assisted the accountant in accounting for activity receipts, accounts payable, and payroll.

•On the weekends I have voluntarily assisted the main physical therapist.

**Intelligence Analyst 96B** - The Military-Army-Dexheim, Germany- Honorable, Jan 1993 - Jan 1996

SCI-Top Level Secret Clearance.

•Investigation work/Background checks

•Entrusted with access to personal military records and files

& War maps

•Established clearances

•Studied Wartime strategy and tactics

**Education:**

**Portland Community College-ABA Accredited** - Portland, OR

AA Paralegal Studies & Business Management, Jan 2009 - Jan 2010

GPA 3.5

Some subjects of Study are: Advanced Accounting/ Corporate & Personal Tax law, Criminal law, Family and Juvenile law, Torts and

Personal Injury, Immigration law, Corporate law, Bankruptcy law, Property law, Probate and Intellectual property law, Law library & Online research, Drafting, Legal software, Interviewing & Investigation.

**University Of Maryland** - Baltimore, MD

BS Psychology & Accounting -dual Major , Jan 2000 - Jan 2006

GPA 3.5

**Computer Skills:**

Extensive computer experience utilizing a variety of business and legal software:

• Advanced word processing: Word, WordPerfect: Typing 80wpm

• Spreadsheet/Database/Presentation: Excel, Access, PowerPoint, Summation, Tabs3

• Calendaring/Billing/Timekeeping: Outlook, Time Matters, Time

Slips,

• Miscellaneous Software: Media Stars Accounting Software, R\*Stars, CSEAS, QuickBooks, scanners, fax

• Experience working with complex in-house document management software

• Create and work with macros and large scale merge documents

• Train staff members in software applications