**Nicolina Netherda**

**14813 NE Orion Street**

**Vancouver, WA 98682**

**(360) 904-4874**

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**[Objective] I consider myself as an outgoing, thorough, dedicated worker and feel my experience and drive will benefit your company.**

**[Education] High School Diploma**

**[Experience]**

**Company: Precision Industrial Contractors, Inc.**

**Position: Receptionist / Payroll Processing / Accounts Payable**

**Duties: Accounts payable department, processing payable, payroll tax payments; quarterly and annual reporting in multiple states.**

**Employed: September 2009 - Present**

**Company: Vancouver Spine and Physical Therapy**

**Position: Office Assistant and Receptionist**

**Duties: Scheduling appointments, answering phone calls, filling and physical therapist assistant.**

**Employed: January 2008 – June 2008**

**Reason for**

**Leaving: Maternity**

**[References] Available upon request.**