Michelle Klym

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Seeking a career in office support capacity to include some aspect of accounting.

**Education**

Portland Community College–2011

Portland, Oregon Accelerated Accounting

* Microsoft OfficeSuite-Word, Outlook, Excel, Access, PowerPoint
* Keyboarding 60 wpm
* 10-key
* Payroll Accounting
* QuickBooksPro

**Summary of qualifications**

* Time management to prioritize job completion
* Interpersonal skills to participate in a team environment
* Written and verbal communication skills
* Communicate effectively with peers and all levels of management
* Maintain punctual, regular and reliable attendance
* Receive and follow direction well
* Flexible and adaptable to changing conditions and expectations

**Work History**

Tuality Community Hospital-335 SE 8th Ave. Hillsboro, OR 97123 1982-2010

503-681-1111

* Food preparation for staff and patients
* Multi-tasking thru out entire day
* From scratch cooking and baking
* Food handlers card required and on record
* Cash handling
* Interact with customers and staff
* Maintain kitchen area in accordance with health department rules.
* Preparation of banquets for 5-100+ people

Cedargreen Heating & Air-conditioning-Beaverton, OR 1980-1980

Receptionist duties, phones, billing, data entry, basic bookkeeping

McCready Electric-Coos Bay, Oregon 1979-1979

Receptionist duties, basic payroll/Accounting entries, part pricing for jobs, errands

**Volunteer Work**

* CASA-Court Appointed Special Advocate for children-Portland, OR Currently

Duties: Make sure files are organized and up to date with current information, data entry into company software, copy appropriate files and make sure electronic documents are consistent with hard copies. More tasks to be assigned.