**Alissa Hartling**

16255 NW Schendel Ave., Apt. 17E

Beaverton, OR 97006

808-987-1751, [aliehart@yahoo.com](mailto:aliehart@yahoo.com)

**Abilities:**

Honest - Organized – Professional – Swift Learner – Responsible and take ownership of my work – Ability to do various tasks – Driven and Detail Oriented - Committed – Critical Thinker - Typing 80 wpm – 10 Key by touch– QuickBooks, Microsoft Word, Excel, Power Point

**Education:**

University of Hawaii West Oahu Fall 2009 – May 2012

BA in Business Administration, emphasis in Marketing

Hawaii Community College Fall 2007 – May 2009

AA in General Associates Requirements with an emphasis in Business/Accounting

**Recognition:**

University Deans List Fall 2007 – May 2009

Phi Theta Kappa Honor Society Fall 2007 – May 2009

UH West Oahu Deans List Fall – 2011

UH West Oahu Outstanding Marketing Student May - 2012

**Work Experience:**

Executive Assistant – West Hawaii Association of REALTORS Sept. 2012 – Jan. 2012

* General administrative support
* Extensive work with MS Excel, Word, PowerPoint
* Created and maintained a new data base for membership records
* Handled all email communications, calendaring of events and creating Association News Letter
* Maintained the WHAR website

Office Manager – American Granite Kona, Kailua Kona, HI Sept. 2002 – Sept. 2012

* Full charge bookkeeper for small granite fabrication business
* Proficient in MS Excel, Word and QuickBooks

Part time Bookkeeper - Tile Warehouse, Inc. June 2010 – Dec. 2011

* Bookkeeping, State and Federal taxes, payroll and data entry

Bookkeeper – Hawaii Island Humane Society, Kailua Kona, HI Aug. 2001 – Aug. 2002

* Full charge of AR/AP, payroll, GE, State and payroll taxes.
* Handled multiple accounts using MAS 90 system and Excel.

Accounts Receivable/Purchasing Manager – Warehouse Direct, Kailua Kona HI Oct. 1999 – June 2001

* Accounts Receivable manager using Quick Books
* Upgraded and refined neglected Accounts Receivable
* Assisted on sales floor when needed, also in charge of inventory control.
* Purchasing Manager-responsible for ordering and tracking inventory.
* Handled all administrative needs of the company.
* Worked in RFMS and QuickBooks, Excel and Microsoft Word.

**Volunteer Work:**

Early Morning Religion Teacher for High School Students August 2004 – January 2012

Planned, Organized and Facilitated Youth Conferences and Youth Camps January 1999 – November 2003

Boy Scouts of America – Merit Badge Counselor, Troop Committee May 1991 – June 2010