**Wendy Fee**

Vancouver, WA 98662 - 206 779 0512 - [wendy.l.fee@gmail.com](mailto:wendy.l.fee@gmail.com)

Administrative Accounting

**Qualifications**

* Trained/ Coached in all of my positions, with effective results, and improved efficiency
* Proven track record of saving company 10-15% time & money by updating procedures
* Created online forms and PDF’s, answering customer questions within minutes vs. days
* Negotiated payment terms from 30 - 60 days, with 10% of customers, saving on late fees.
* Maintained strong interpersonal skills, through listening and providing solutions

**Relevant Experience**

* Saved over $10,000 by negotiating with customer
* Creatively worked tradeshow booths, creating 5-10% higher sales than in previous years
* Supervised 5-8 employees, working with different schedules and personalities to create an energetic, happy team.
* Updated ISO procedures per ISO regulations, resulting in 100% compliance
* Managed a team of up to 10 front desk hotel employees
* Ability to handle customer returns, diplomatically

**Employment History**

Office Coordinator WA Chain & Supply Seattle WA 7/10-8/11Accounts Payable North Coast Electric Seattle WA 3/08-5/10

Accounts Payable Service Paper Company Renton WA 2/07-3/08

Long Term Temp Accounting Company Portland OR 10/06-2/07

Office Coordinator Lacey Harmer Company Portland OR 5/06-2/06

Accounting Ocular Instruments Bellevue WA 5/04-4/06

Customer Service/ ISO Ocular Instruments Bellevue WA 6/02-5/04

**Education**

Associate of Science - Business December 2013