**CHERYL A. GRANDY**

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**SUMMARY**

Professional with 30+ years experience in a combination of Office Management, Data Entry, Database Maintenance, Manufacturing processes, Records Management, Technical Writing, Quality Assurance, Project Management, and Web design. Recently earned an Associates Degree in Accounting which has broadened my knowledge base to include Accounting Principles. Highly organized, detail oriented, positive attitude, willing and eager to learn, a team player with good work ethics.

**EXPERIENCE**

**BENCHMARK ELECTRONICS, INC.,** Beaverton, OR.

*Benchmark Electronics, Inc. (BEI) is a worldwide provider of Integrated Electronic Manufacturing Services for a broad range of electronic OEMs, with ISO-certified facilities all across the US, Europe & Asia*.

***Documentation Technician III*** (02/04 - 02/10)

Responsibilities included the preparation and creation of work instructions supporting the manufacture and repair of printed circuit boards, box builds, system integrations, and returns as part of a two person team in the Engineering Department.

* Analyze information such as assembly drawings and specifications received from customers and engineers to determine proper content, structure, and format for creating the manufacturing work instructions.
* Process Engineering Change Orders.
* Retrieve, review and store electronic/hardcopy documentation and maintain files.
* Perform assigned yearly quality audits and reporting.
* Corrective Action Coordinator, supporting the implementation of the quality system by processing investigation requests, corrective actions, and other quality records.
* Served six years on the Safety Committee as Secretary and member.
* Travel and extended stay to assist with the plant closure of Redmond, WA. Division.
* Create and maintain the building Evacuation Map and Emergency Procedure Plan

***Configuration Technician II*** (02/02 - 02/04)

As a member of the Documentation Group, document and maintain customer manufacturing data including Bills of Material (BOMs), Approved Supplier lists (ASLs), specifications and related information.

**KELLY TEMPORARY SERVICES,**  Portland, OR.

*Kelly Services provides staffing on a temporary, temporary-to-hire, or direct-hire basis.*

***Data Entry, Database Maintenance, Administrative Assistant*** (01/88 - 01/01)

The services I provided: Data Entry, Database Maintenance, and Administrative Assistant duties in a wide range of office settings and environments.

(1992-2001) on the same assignment, assisting the Northwest Regional Educational Laboratory/Child and Family Program with their Longitudinal Study project.

* Participate with yearly data collection process.
* Prepare data forms and format database for entry.
* Input measures from completed survey forms, data clean-up and statistical reporting.
* Maintain additional database holding yearly tracking and contact information on the 1700+ participating families.
* Install and maintain filing system to accommodate the projected sixteen-year study.
* Assist with meetings, conference preparations, and travel arrangements for eight associates.
* Customer service and mail or distribute publications and materials.

(1988-1992) Other clients included: Multnomah County Tax Assessment, Portland Public Schools, Boys & Girls Aide Society, American Cancer Society, Oregon Bar Association, Salvation Army, Archdiocese of Portland, Standard Insurance and more.

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**STATE OF OREGON/JUDICIAL DEPARTMENT**

**MULTNOMAH COUNTY COURTHOUSE**

***Court Specialist II*** (01/84 - 01/87)

Prepared, data entry/verify, filing and archival of varied court documents for District Court Traffic Division.

**MARATHON LeTOURNEAU S&S,** Portland, OR.

*Marathon LeTourneau S&S was a logging equipment Sales and Service company.*

***Computer Operator/Inventory Control*** (01/82 - 01/84)

Responsibilities included Data Entry, invoicing, payroll, monthly report printing and distribution, filing, inventory control.

**EDUCATION**

**Portland Community College** Portland, Oregon

***Associate of Applied Science, Accounting*** (03/13)

* Overall 3.26 GPA 99 credits
* 1x Dean’s List, 3x Honor’s List and 1x President’s List
* Coursework included: Principles of Accounting, Managerial Accounting, Computer Accounting (QuickBooks), Payroll Accounting, Non-Profit Accounting, HR Management, Project Management, Financial Management, Business Law I, Micro/Macro Economics, E-Commerce, Federal Income Taxation, and Web Development.

***One Year Certificate, Accounting Clerk*** (12/11)

**CERTIFICATIONS/TRAINING**

* ESD Compliance
* Records Management
* ISO Audit Prep
* Internal Audit
* 7 Step Problem Solving
* QSR-ISO Awareness
* OSHA Safety Committee Basic
* Hand Placed Components

**SKILLS**

* Windows Operating Systems
* Microsoft Office
* Research/Troubleshooting
* Quality Assurance
* Internal Auditing
* Coral Draw
* Adobe Photoshop
* Dreamweaver
* QuickBooks Pro
* Team Player
* Planning and Organizing
* Conscientious
* Detail Oriented
* Computer Confident with exceptional speed/accuracy (33,000 sph)
* Quick and eager learner

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