# Qualifications

Detail Oriented, Familiar with QuickBooks and Microsoft programs, Devoted and Reliable

# Experience

**Bookkeeper** - Testorff Construction, Aptos, CA July 2015 - Current

* Front Office Reception, Creating all Invoices,

Handling of Payroll and Billing for Materials

**Manager & Program Director** - KindPeoples Collective, Soquel, CA April 2014 - Current

* Patient Consulting, Management, Register Reconciliation and

Rreparation of Bank Deposits, Director and Creator of

Compassion Program

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| **Medical Assistant** - Santa Cruz Mountain Naturals, Aptos   * Patient Consulting, Receiving Payment,   Training New Staff |  | June 2013 – March 2014 |
| **Waitress** - Paula’s Restaurant, Capitola, CA   * Waitress, Cashier |  | March 2013 – June 2013 |
| **Manager** - Compassionate Health Options, SC/SJ/Monterey   * Managing Office Supplies and Organization, Handling Patient Paperwork and Payment, Daily Income Sheets |  | Sep. 2011 – Feb. 2013 |

# Education

**California State University of Monterey Bay** Monterey, CA

Currently Enrolled - Focus on Accounting and Business Management

**Cabrillo College** Aptos, CA

2010 – 2015 - Business & Economic Studies