MARGIE SPOSATO

3 LEE STREET

WESTERLY, RI 02891

SKILLS: Type 50

10 key by touch

Word Processing

Spreadsheets

Quickbooks

EXPERIENCE:

3/05 - 9/09 Frank Olean Center, Westerly, RI

Bookkeeper- A/R, A/P, Payroll, Deposits, Invoicing

3/01 - 9/04 Coeur d’Alene French Baking Company, Salt Lake City, Utah

Office Manager-A/R, A/P, Invoicing, month end closing,

Schedule trucks, sales, order entry, phones

6/95 - 1/01 I-O Corporation, West Valley City, Utah

Accounting clerk - A/R, A/P, Invoicing, order entry, deposits, inventory

EDUCATION: Graduated of Sawyer Business College 1972 - Providence, RI

Attended Mitchell College- New London, CT