

# Julie Hanson

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Aspiring office administrator who is bilingual in English and Spanish and a talented bookkeeper. Impeccable typing skills with a speed of 80 words per minute and an expert in Microsoft Office Suite.

## Education

Associate of Arts in Modern Languages

Lone Star College Houston, TX,  
September 2007 - May 2009

### Relevant Courses

- Spanish Conversation and Composition
- English Composition
- American Race and Ethnic Relations
- Business Communications
- Business Computer Applications

## Key Skills

- Fluent in English and Spanish
- Microsoft Office Suite
- Google Suite
- QuickBooks
- Xero
- Keyboarding: 80 words per minute

## Professional Experience

Office Administrator

Caliber Collision, Houston, TX | June 2021 - Present

- Greet visitors and answer phone inquiries in a cheerful yet professional manner
- Review and respond to client messages and comments 30% faster than my predecessor, leading to a 20% improvement in client retention
- Perform bookkeeping for a busy car repair office, including posting information to accounting software, Quickbooks Online, and regularly reconciling accounts
- Reduce file retrieval time by 25% through piloting and training staff on a state-of-the-art, user-friendly electronic filing system

Bookkeeping Intern

The Chocolate Bar, Houston, TX | May 2019 - August 2019

- Assisted in migration of the company's books from paper and pen to Quickbooks
- Consistently completed projects ahead of deadline while maintaining a high level of accuracy
- Prepared sales and commission reports using Microsoft Excel