

# Haley Halsey

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## Haley Halsey

1242 SE 8th Street  
Prineville, OR 97754

541.390.5694  
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## Skills

- Complex problem solving
- Effective time management
- Easily adapts and quickly learns company programs
- Knowledgeable in Intuit QuickBooks, Word, and Excel
- Experience in HTML, CSS, JavaScript, JQuery, and Node.js

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## Experience

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### Milestone Technologies / Logistics Technician

March 2020 - PRESENT Prineville, OR

- Maintain and update property databases and expendable options
- Manage and monitor storage and warehouse facilities

### BrightSide Animal Center / Bookkeeper

October 2015 - PRESENT, Redmond, OR

- Manage company finances with Desktop QuickBooks
- Perform reconciliations of all accounts to ensure accuracy
- Record and post transactions for accounts payable/receivable and payroll
- Prepare monthly account summaries and reports
- Provide clerical and administrative support to company as requested
- Purchase supplies and equipment as authorized by management

### Stahancyk Kent and Hook Family Law / Scanning Clerk

October 2013 - March 2015, Portland, OR

- Assisted in an undertaking that saw every hard copy document in the company getting scanned into a digital format
- Responsible for maintaining digital files and assisting personnel with getting access to the files they needed

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## Education

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### **Crook County High School / Diploma**

September 2009 - June 2013, Prineville, OR

### **University of Oregon / Coding Certificate**

October 2020 - April 2021, Prineville, OR