
Logan Bertrand

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EDUCATION

Arizona State University, Tempe - *Bachelor's of Science*

AUGUST 2011 - DECEMBER 2017

Major: Technological Entrepreneurship and Management

EXPERIENCE

Miva Inc., San Diego, CA - *Executive Assistant*

MAY 2018 - DECEMBER 2018

- Generated Weekly Excel Bonus Reports for C-Level Executives
- Assisted Accounting Team with daily Excel reports
- Assisted Quality Assurance Team in testing features for client websites
- Assisted in various Administrative Duties for the Entire Office

Evers Robinson Ltd., Phoenix, AZ - *Accounting Associate*

APRIL 2017 - AUGUST 2017

- Primarily aided in Client Binder creation, for both individual and business tax returns
- Assisted with majority of clerical duties including mailing, filing, and bank deposits
- Became even better acquainted in Quickbooks and Microsoft Excel (Intermediate skill)

Premier Agency Services, Carlsbad, CA - *Accounting Assistant*

MAY 2014 - MAY 2016

- Primarily aided in the Accounts Receivable Division: Processing checks, generating invoices, running credit cards, and generating deposits for 5 insurance companies
- Became Proficient in AMS 360 and ICPP check software
- Consistently used Microsoft Excel and the rest of Office Suite to aid in daily tasks
- Aided in Month-end reconciliations to ensure correct entries and balanced accounts

SKILLS AND ACTIVITIES

- Increasingly proficient Analytical skills through daily practices and learning
- Streamer and Moderator on Twitch for 3 years. Oversaw stream while enforcing rules
- Growth Group Volunteer Leader for 3 years. Led for both Jr. High and College groups
- Wrote Senior Project term paper on the increasing normalcy of livestreaming everyday life