

Maria Gregory

Data-Entry Clerk, Accounting Assistant

An expert user of MS Office, familiar with Accounting, and highly comfortable with routine is ready to benefit your business

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📍 Kirkland, WA, United States

🌐 [linkedin.com/in/mariagregory](https://www.linkedin.com/in/mariagregory)

EDUCATION

Associate of Science, Mathematics

Orange Coast College

09/2018 - 05/2021

Costa Mesa, CA

Associate of Science, Computer Applications

Riverside City College

09/2016 - 06/2018

Riverside, CA

Bachelor of Science, Food Technology

South Ural State University

09/2000 - 06/2005

Chelyabinsk, Russia

WORK EXPERIENCE

ebay Listing Assistant

Juju_Luxury_Fashion

01/2019 - 02/2021

Achievements/Tasks

- Created product descriptions and post listings on the web;
- Estimated profits by using relevant product data (sales price, inventory cost, et al.);
- Facilitated communication with the Russian-speaking customers;
- Prepared orders for timely shipping.

Computer Applications Tutor

Riverside City College

09/2017 - 06/2018

Riverside, CA

Achievements/Tasks

- Reinforced course materials in Computer Office Applications, Web Development, and C++ Programming;
- Motivated students to overperform academically and learn continuously.

Computer Lab Aide

Riverside City College

06/2016 - 06/2018

Riverside, CA

Achievements/Tasks

- Assisted students with their computer class assignments;
- Instructed students in lab policies concerning lab property use and proper classroom behavior;
- Acted as a librarian for course-related textbooks.

SKILLS

Data Entry

QuickBooks

MS Word

MS Excel

MS Access

MS PowerPoint

MS Outlook

VITA

TaxSlayer

Data Manipulation

Entry-Level Programming

C++

HTML

CSS

Paint.NET

Excellent Spelling

CERTIFICATES

Accounting Basics for Small Business

(10/2021 - 12/2021)

Riverside City College

MOS Excel Expert, Office 2019

credly.com/badges/03d4e5cb-c3ca-4a05-9683-97b25d75951a

MOS Word Expert, Office 2019

credly.com/badges/f09a7889-4d7b-487b-8dd3-087ab4b69cae

MOS Access Specialist, Office 2016

credly.com/badges/76b535ad-9405-4dc3-a9dd-1c522d9c141f

VITA/TCE Basic Income Tax Preparer (01/2021)

Internal Revenue Service

CISCO: Introduction to Cybersecurity (07/2021)

credly.com/badges/13fde3d1-a423-48c9-baf1-3e67fd3d7480

Data Analytics for Accounting

(09/2022 - Present)

Expected in 12/2022

LANGUAGES

Russian

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Greek

Limited Working Proficiency

Spanish

Elementary Proficiency