



Maria Gregory

Bilingual Data-Entry Clerk, Accounting Assistant

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

 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

WORK EXPERIENCE

Fiscal Assistant Edmonds College - Head Start

11/2022 - Present

Lynnwood, WA

Achievements/Tasks

- Review & submit invoices to the Accounts Payable office for payment, noting proper allocation of funds;
- Enter expenditures into QuickBooks;
- Maintain the integrity of online files;
- Assist in maintaining the physical inventory database.

Online Seller Saniousha (eBay Store)

10/2018 - 02/2021

online

Achievements/Tasks

- Create and manage product listings;
- Respond to customer inquiries in a timely and helpful manner;
- Prepare orders for shipping; Maintain physical inventory;
- Create and maintain spreadsheets for tracking purchase records, estimating budget and sales, and reconciling payouts with bank statements.

Computer Applications Tutor Riverside City College

09/2017 - 06/2018

Riverside, CA

Achievements/Tasks

- Reinforced course materials in Computer Programming, Web Development, and Microsoft Office Applications.

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

Bilingual

Data Entry

10-Key

QuickBooks

Accounting (basics)

MS Word

MS Excel

Pivot Table

MS Access

MS PowerPoint

Relational Database

MS Outlook

Entry-Level Programming

C++

HTML/CSS

Paint.NET

Excellent Spelling

CERTIFICATES

MOS Excel Expert, Office 2019

MOS Word Expert, Office 2019

MOS Access Specialist, Office 2016

Accounting, Entry-Level
(09/2021 - 05/2023)

Orange Coast College

VITA Basic Income Tax Preparer (01/2021)

Internal Revenue Service

Introduction to Cybersecurity (07/2021)

CISCO

Tutoring Skills And Strategies
(04/2021 - 05/2021)

Orange Coast College

LANGUAGES

Russian

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Modern Greek

Limited Working Proficiency

Spanish

Elementary Proficiency