

# Maria Gregory

## Data-Entry Analyst, Fiscal Assistant

A certified MS Office expert, fluent in both Russian and English, familiar with Accounting and Data Analytics, and highly comfortable with routine work 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

### Bachelor of Science, Food Technology South Ural State University

09/2000 - 06/2005

## WORK EXPERIENCE

### Fiscal Assistant Edmonds College - Head Start

11/2022 - 01/2024

Lynnwood, WA

#### Achievements/Tasks

- Reviewed, processed, and submitted invoices to Accounts Payable;
- Verified data during invoice entry: checked for proper vendor code and information, ensured appropriate approval, and matched invoiced amounts with amounts on purchase authorizations;
- Followed up with vendors regarding invoice and statement discrepancies;
- Reviewed purchase requests and prepare purchase authorizations;
- Created purchase requisitions and expense reports in PeopleSoft (ctcLink), noting proper allocation of funds;
- Maintained the integrity of vendor files, both paper and electronic;
- Entered expenditures into QuickBooks; ran and analyzed QuickBooks reports;
- Efficiently used Excel tools, including PivotTables and VBA, to visualize data and automate calculations;
- Acted as an interpreter between Russian-speaking families and program coordinators.

### Computer Applications Tutor Riverside City College

09/2017 - 06/2018

Riverside, CA

#### Achievements/Tasks

- Reinforced course materials in computer-related subjects, such as Computer Programming, Web Development, and MS 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

MS Outlook

MS Access

MS PowerPoint

SQL

Data Integrity

Relational Database

Pivot Tables

PeopleSoft

Adobe Acrobat Pro

C++

HTML/CSS

Excellent Spelling

## CERTIFICATES

MOS Excel Expert, Office 2019

MOS Access Expert, Office 2019

MOS Word Expert, Office 2019

Accounting, Entry-Level

09/21-05/22, Orange Coast College

Introduction to Cybersecurity

07/2021, CISCO

Tutoring Skills And Strategies

05/2021, Orange Coast College

Google Data Analytics (12/2023 - ...)

In Process, via Coursera

## LANGUAGES

Russian

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Modern Greek

Limited Working Proficiency

Spanish

Elementary Proficiency