

Maria Gregory

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

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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

Book Seller Barnes & Noble College

09/2022 - Present

Lynnwood, WA

Achievements/Tasks

- Assist numerous Russian-speaking ESL students having difficulty communicating in English in choosing the textbooks and using financial aid to pay for them;
- Process sales transactions using a cash register; Prepared orders for pickup or shipping.

eBay Store Listing Assistant JuJu Luxury Fashion

10/2018 - 02/2021

online

Achievements/Tasks

- Managed online product listings, including descriptions and images;
- Maintaining purchase records using spreadsheets and Pivot tools;
- Answered customers' questions in a timely and helpful manner.

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

Bilingual

Data Entry

10-Key

Relational Database

QuickBooks

MS Word

MS Excel

MS Access

MS PowerPoint

Pivot Table

Spreadsheets

MS Outlook

Document Filing

Excellent Spelling

VITA

Entry-Level Programming

C++

HTML/CSS

Paint.NET

CERTIFICATES

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

CISCO: Introduction to Cybersecurity (07/2021)

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

VITA Basic Income Tax Preparer (01/2021)

Internal Revenue Service

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

Orange Coast College

LANGUAGES

Russian

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Modern Greek

Limited Working Proficiency

Spanish

Elementary Proficiency