

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

✉ ____@gmail.com

📍 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

VITA Income Tax Preparer

Goodwill of Olympics & Rainier Region

02/2022 - 04/2022

online

Achievements/Tasks

- Prepared income tax returns to eligible taxpayers.

eBay Store Listing Assistant

JuJu Luxury Fashion

01/2019 - 02/2020

Achievements/Tasks

- Managed online product listings, including descriptions and images;
- Prepared orders for shipping,
- Organized inventory on shelves and updated inventory count,
- Assisted in written communication with customers, including Russian-speaking ones.

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

10-Key

QuickBooks

MS Word

MS Excel

MS Access

MS PowerPoint

MS Outlook

VITA

TaxSlayer

Document Scanning

Excellent Spelling

Entry-Level Programming

C++

HTML/CSS

Paint.NET

Data Manipulation

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/TCE Basic Income Tax Preparer (01/2021)

Internal Revenue Service

Accounting Basics for Small Business

(10/2021 - 12/2021)

Riverside City College

Data Analytics for Accounting

(09/2022 - Present)

Expected 12/2022

LANGUAGES

Russian

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Modern Greek

Limited Working Proficiency

Spanish

Elementary Proficiency