



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

Bachelor of Science, Food Technology South Ural State University

09/2000 - 06/2005

Chelyabinsk, Russia

WORK EXPERIENCE

Book Seller Barnes & Noble College

09/2022 - 10/2022

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 the items.

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.

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.

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

MOS Word Expert, Office 2019

MOS Access Specialist, Office 2016

Entry-Level Accounting
(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