



# 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

 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 - 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 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;
- 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/77bf1325-f43a-416d-a38d-97636bb9cd10](https://credly.com/badges/77bf1325-f43a-416d-a38d-97636bb9cd10)

### MOS Word Expert, Office 2019

[credly.com/badges/f09a7889-4d7b-487b-8dd3-087ab4b69cae](https://credly.com/badges/f09a7889-4d7b-487b-8dd3-087ab4b69cae)

### MOS Access Specialist, Office 2016

[credly.com/badges/76b535ad-9405-4dc3-a9dd-1c522d9c141f](https://credly.com/badges/76b535ad-9405-4dc3-a9dd-1c522d9c141f)

### CISCO: Introduction to Cybersecurity (07/2021)

[credly.com/badges/13fde3d1-a423-48c9-baf1-3e67fd3d7480](https://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