

Maria Gregory

Data-Entry Analyst, Fiscal Assistant

A certified MS Office expert, fluent in both Russian and English, familiar with Accounting, 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

Associate of Science, Computer Applications Riverside City College

09/2016 - 06/2018

Riverside, CA

WORK EXPERIENCE

Fiscal Assistant Edmonds College - Head Start

11/2022 - 01/2024

Lynnwood, WA

Achievements/Tasks

- Review purchase requests and prepare purchase authorizations;
- Create purchase requisitions and expense reports in PeopleSoft (ctcLink), noting proper allocation of funds;
- Order and receive supplies; combine invoices with receiving documentation;
- Review, process, and submit invoices to Accounts Payable;
- Follow up with vendors regarding invoice and statement discrepancies;
- Maintain the integrity of vendor files and database;
- Enter expenditures into QuickBooks; run and analyze QuickBooks reports;
- Design spreadsheets to visualize data and automate calculations;
- Act 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

ctcLink

Accounting basics

MS Word

MS Excel

Pivot Tables

VBA Macros

MS Access

Relational Database

MS PowerPoint

MS Outlook

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 - Present)

In Process, via Coursera

LANGUAGES

Russian

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Modern Greek

Limited Working Proficiency

Spanish

Elementary Proficiency