

# Maria Gregory

## Experienced Data-Entry Analyst, Russian-English Translator

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.

 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 Technologies South Ural State University

09/2000 - 06/2005

Chelyabinsk, Russia

## WORK EXPERIENCE

### Fiscal Assistant Edmonds College - Head Start

11/2022 - Present

Lynnwood, WA

#### Achievements/Tasks

- Create purchase requisitions and expense reports in PeopleSoft (ctcLink);
- Review & submit invoices for payment, noting proper allocation of funds;
- Enter expenditures into QuickBooks; Prepare QuickBooks reports;
- Maintain the integrity of online files and inventory database;
- Assist staff with training and travel arrangement reservations;
- Act as an interpreter between Russian-speaking families and English-speaking 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 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

Accounting basics

MS Word

MS Excel

Pivot Tables

VBA Macros

MS Access

Relational Database

MS PowerPoint

MS Outlook

Adobe Acrobat Pro

Entry-Level Programming

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

## LANGUAGES

Russian

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Modern Greek

Limited Working Proficiency

Spanish

Elementary Proficiency