

Damien Armstrong

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Experience

Accounting Clerk/ Marketing Assistant - TICO Construction

June-September 2018, July 2021 - Dec 2021

- Communicated between subcontractors to obtain required materials and maintain positive relationships
- Use of management software to find relevant information for projects
- Collected and sorted through receipts to verify charges on company cards and put charges in their correct codes for budget allotment
- Checked out of state charges for sales tax for end of year tax documents
- Payroll and A/R invoice entry and organization
- Year-end 1099 filing support
- Provided support to people in various departments when requested

Admissions Ambassador - Mills College Office of Admissions

August 2017 - May 2018, August 2018 - May 2019

- Directed people to the correct departments and counselors
- Coordinated between departments to gather necessary information for students and counselors
- Use of Slate to manage event information and appointments, including scheduling
- Kept promotional material stocked
- Directed prospective students and guardians to the best fitting location
- Communicated details of admissions policies and procedures to prospective students and their families

Skills

- 2+ years experience with work support roles and customer service
- Working knowledge of Microsoft Office as well as Google Suite
- Advanced level of French

Education

B.A. in Politics, Economics, Policy and Law
College GPA
High School Diploma

Mills College 2022
3.5
The Harker School 2017