

Shayna Myers

Eugene, OR

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[541] 971-0915

Authorized to work in the US for any employer

Work Experience

Service BDC, Warranty Administrator

Toyota of Corvallis

December 2017 to July 2019

Closed repair orders for warranty work to ensure technicians get paid for their work. Processed warranty claims promptly to receive payment from warranty companies. Maintained current accounting schedules. Scheduled service appointments for customers, gleaned the information regarding customer concerns for service technicians, prepared the following day's schedule, created estimates for parts and services as requested by customers.

Bookkeeper & Payroll Clerk

Block 15 Brewing Company

July 2016 to March 2017

Entered daily business activities into accounting program, processed accounts payable, processed accounts receivable, processed payroll, and reconciled the bank accounts.

Internship - Accounting Assistant

Linn County Courthouse

June 2013 to August 2013

Assisted the Linn County Accounting Officer in the preparation of the 2013 Comprehensive Annual Financial Report.

COMMUNITY

Education

Associate of Science in Business Administration

Benton Community College

December 2014

Associate of Applied Science in Accounting Technology

Benton Community College

June 2013

Skills

- Calm under pressure
- Solved problems during internship by looking through past years' records. Organized
- Neat, uncluttered workspace; color code notes, projects, and schedule.
- Microsoft Office
- Excel
- Inventory
- Time Management
- Filing
- Administrative Experience (4 years)
- Reconciled a difference of 2.2m pounds down to 600,000 pounds in one month. Resourceful
- Customer Service (4 years)