I am currently attending Shasta College to obtain my Business Administration - Accounting A.S. Degree. I am looking for a flexible position that will allow me to continue my education.

* Extremely self-motivated, with a strong sense of organization, and extreme attention to detail
* Excellent customer interaction skills, with good interpersonal & communication skills
* Quickly and efficiently mastered various positions within the companies I've worked for
* Computer Proficient; experienced in Windows, MS Office, Syspro Accounting Software, AS/400 and some QuickBooks experience

**Professional Experience**

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| --- | --- |
| **Sierra Pacific Industries**  **Log Clerk, Shipping Clerk, A/P Clerk**  Duties: | *Anderson, California*  *March 2015 - Present* |
| * Check data for accuracy on 4500 loads of logs a month * Train new staff on Shipping Clerk & A/P Clerk duties * Process high volumes of A/P with extreme accuracy * Process over $2 Million in payments a month * Track various operations through Excel using macros | * Balance G/L accounts for purchased & sold logs * Monthly reporting of Log Flow & Purchased Logs Costs * Various G/L adjustments to account for log costs * Update data in Log Accounting Software * Month End & Year End accrual |
| **Ted Pella Inc**  **Accounting Supervisor**  Duties: | *Redding, California*  *November 2004 – July 2013* |
| * Supervised A/R, A/P, & Invoicing operations * Reconciled multiple bank & General Ledger accounts * Created invoices & reviewed orders for accuracy * Month End & Year End closing processes * Posted Accounts Receivable Payments * Maintained Petty Cash Box | * Customer debt reconciliation * Made collection calls as necessary * Researched customer inquiries * Utilized judgement in making office decisions * Prepared bank deposits & credit card transactions * Worked with Customer Service on daily issues |
| **City of Sacramento, On-Street Parking Division**  **Typist Clerk II/Customer Service Representative**  Duties: | *Sacramento, California*  *December 2001 – April 2004* |
| * Assisted customers at public service counter * Answered multi-line phone * Maintained permit records * Determined permit eligibility | * Explained parking regulations to customers * Explained billing procedures * Wrote letters to customers explaining permit denials * Processed check & credit card payments |
| **Creative Touch Massage Tables**  **Accounting Manager**  Duties: | *Sacramento, California*  *June 2001 – December 2001* |
| * Processed all Accounts Payable & Receivable * Created invoices for items sold * Prepared bank deposits & credit card payments * Managed petty cash & cash drawer | * Payroll * Prepared income/expense reports for owner * Assisted walk in customers in retail store * Answered incoming telephone calls |

**Accomplishments**

Member of Phi Theta Kappa Honor Society