

LETTY BEDARD

198 Middle Road - Brentwood, NH 03833
(603) 520.8494 \Rightarrow lettybedard@gmail.com

WORK EXPERIENCE

Staff Hunters, LLC

Portsmouth, NH

Customer Accounting Associate, Until

March 2009 - Current

Process customer bills; identify and correct anomalous accounts, including wrong customer moves, non-registering meters, and mixed meter situations.

Contract Employee, Finance & Accounting

December 2008 - Current

Contract out to companies looking for short to long term assistance.

Direct Capital Corporation

Portsmouth, NH

Analyst, Vehicle Title Department

November 2007 - May 2008

Process titled deals, know requirements and forms for each state. Submit paperwork to states for title transfer and recording of lien. Self managed, troubleshoot problem tranfers. Independently developed macros still used by the company to improve workflow.

Decker

Glastonbury, CT

Accounting Assistant

June 2006 - October 2007

Enter A/P and A/R transactions, employee time, print checks, client invoicing.

Trustees of Hamilton College

Clinton, NY

Multiple Positions

Fall 2003 - Spring 2006

Resident advisor, Quantitative Literacy Tutor, Math Department Grader.

COMPUTER SKILLS AND LANGUAGES

Languages: Lisp, Smalltalk (Squeak), Python, Ada, Prolog, C++, leJos, VBA, ML, L^AT_EX.

Applications: Microsoft Office (Excel, Powerpoint, Word, Outlook, Access),
Mozilla Firefox and Thunderbird, SPSS, H.T.E., SalesLogix, Rapport.

EDUCATION

Hamilton College, Clinton, NY

Bachelor of Arts, 2006

Double concentrator in Mathematics and Computer Science

Academic Cross Section: Applied Theory, Symbolic Logic, Real Analysis, Differential Equations, Graph Theory & Combinatorics, Algorithms, Principles of Programming Languages, Modern Algebra