

~ FISCAL ACCOUNTING TECHNICIAN/ CUSTOMER SERVICE REPRESENTATIVE ~

Detail oriented and dedicated accounting graduate with a strong academic background and five+ years of experience in accounts payable, handling confidential paperwork and making routine office tasks as efficient as possible. Seeking a position to develop additional practical accounting skills, gain knowledge and experience in financial analysis and contribute to the financial success of a progressive organization

SKILLS/TECHNOLOGIES

- Over 5 years of experience as an Accounts Payable Technician
- Office Management/Bookkeeping. Assisted payroll processing, accounts receivable
- Account reconciliation, auditing of storage units, various mailing duties
- Provide excellent customer service over the phone and in person
- Maintained, updated 1000 plus military personnel files and vendor files per year and managed quality control on record maintenance
- Inventoried and ordered food, warehouse, office and other needed supplies and stocked merchandise
- Software applications: Oracle * QuickBooks * A/P * Word * Excel * Outlook * PowerPoint * Access * Desk Top Publishing

PROFESSIONAL EXPERIENCE

Cof& Bellingham, WA |2025|

Administrative Assistant Intern - 6 months

- Bank Reconciliation of two bank accounts utilizing QuickBooks on-line software.
- Set-up and performed payroll in QuickBooks Payroll
- Organized office, past and present company transactions and inputted cash transactions into QuickBooks
- Constructed Excel spreadsheets and QuickBooks reports of specific tax information
- Assisted the accountant in ensuring QuickBooks transactions were correct and complete for tax filing, including correcting previous ongoing reconciliation errors
- Assisted employees with new hire tax documents and L&I claims when needed

Peacehealth, St.Joseph, Grabow Therapy and Wellness Center Bellingham, WA |2022 - 2024|

Patient Access Representative

- Assisted with checking in approximately 140 patients daily as they arrived for therapy
- Scheduled patients for therapy in person and over the phone. Answered medical related questions, concerns and routed calls to appropriate medical department as needed. Followed HIPPA guidelines
- Maintained 27 therapist schedules

U-Haul Bellingham, WA |2012 - 2022|

Customer Service Representative/Storage Facility Housekeeper

- Greeted, assisted and resolved customer issues over the phone and in person
- Assisted customers with renting/returning U-Haul Equipment, renting and auditing storage units utilizing a specialized program on computer and U-scan. Scheduled automobile hitch appointments

- Responsible for tracking, maintaining inventory, stocking merchandise, repairing equipment

Comfort Inn Bellingham, WA |2010 - 2013|

Breakfast Attendant and Go-To-Person

- Greeted guests, answered questions and addressed concerns
- Prepared food and maintained breakfast area during and after breakfast
- Ordered food and supplies for breakfast area weekly and made weekly Costco runs for food and supplies

Washington State Department of Natural Resources Ellensburg, WA |1998 - 2003|

Fiscal Accounting Technician - Accounts Payable

- Processed accounts payable for 800 vendors monthly and reviewed and input approximately 100 monthly travel vouchers
- Managed the region's petty cash fund
- Input vehicle repair orders and payments into the Equipment and Revenue Management Systems
- Prepared Excel spreadsheets and word processing letters
- Statement reconciliation
- Front office reception relief. Discovered and solved a discrepancy in the daily cash receipt register
- Hired summer intern and trained in all aspects of Accounts Payable Department
- Corresponded with vendors, customers and personnel to resolve problems and concerns

Kittitas County Courthouse Assessor's Office Ellensburg, WA|1996-1998|

Receptionist

- Greeted customers and answered questions personally and on the phone
- Assisted customers with parcel information and parcel maps
- Assisted senior citizens in filling out tax exemption forms
- Maintained receipt book and deposited funds to Treasurer's office
- Typing projects, assisted with the preparation of the yearly office budget

U.S. Army, Personnel Records Specialist. Kaiserslautern FRG, Ft. Lewis, WA

EDUCATION AND TRAINING

CENTRAL WASHINGTON UNIVERSITY | Ellensburg WA | Bachelor of Science

Major

- Accounting
- Human Resource Management
- Administrative Office Management
- Safety and Health Management

Minor

Personal Computer Applications

Certificate

Supply Chain Management

ADDITIONAL SKILLS AND ACHIEVEMENTS

Volunteer for Blaine Senior Center, Blaine WA - 2024

Strategies for Success & Financial Capabilities Workshops - WorkSource - 2024

Additional WorkSource job related workshops - 2024