

SALLY STUDENT

(202) 555-5555 | Washington, DC | sally.student@gmail.com

SUMMARY OF QUALIFICATIONS

- **Certified Microsoft Office Specialist – Excel 2010**
- Experienced administrative professional with proficient ability to handle Finance, Accounting, Human Resources and Payroll functions
- Possess strong interpersonal and organizational skills and a demonstrated ability to prepare, analyze, and report data with exceptional attention to detail
- Expert skills in organization, communication and numerical analysis

WORK EXPERIENCE

Secretary-Volunteer

06/2014-Present

ABC Church, Alexandria, VA

- Prepares minutes for monthly meetings for Budget and Human Resources Committee
- Organizes and coordinates church records utilizing Microsoft Excel and Word
- Digitally distributes via email minutes from monthly meetings to 15 councilmembers
- Type, copy, collate and distribute documents and information for other staff members

Inventory Cost Control Analyst

07/2012-05/2014

ABC Company, Washington, DC

- Analyzed merchandise accounting spreadsheets to review data accuracy in PeopleSoft/Serenade
- Liaise with local and international vendors to ensure the accuracy of freight spreadsheets
- Developed Pre-Payment Excel spreadsheet for small companies to increase efficiency
- Resolved invoice discrepancies and processed credit memos for cost savings measure
- Managed accounts payable, tracked open invoices, prepared wires, ACH, and check requisitions

Accounts Payable Specialist

09/2011-07/2012

XYZ Company, Washington, DC

- Processed invoices and analyzed appropriate documentation for payment approval
- Tracked invoices and processed wires, ACH and check requisitions
- Maintained files and documentation thoroughly and accurately accepted accounting practice

Docket Clerk

04/2010-05/2011

National Company, Washington, DC

- Prepared docket for new appeals filed with the Office of Hearings and Appeals
- Researched and prepared draft decisions and orders for judges
- Advised the litigating parties of pertinent hearing regulations and subpoenas
- Maintained and updated electronic index for each case filed

TECHNICAL SKILLS AND CERTIFICATIONS

Earned Microsoft Office Specialist Excel 2010 Certification: 10/2014, Microsoft Office Suite (Word, PowerPoint, Excel), Type 70 WPM, PeopleSoft, Serenade

EDUCATION AND TRAINING

Microsoft Office Specialist Excel 2010 Certification Course

08/2014-10/2014

Byte Back IT Academy, Washington, DC

Certiport, Internet and Computing Core Certification (IC3)

06/2014-08/2014

Byte Back IT Academy, Washington, DC