

Beatrice Arthur

Medford, OR 97501

(541) 908-1456

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Expert office support: Accounting Clerk, Administrative Assistant, Bookkeeper and Office Manager

SOFTWARE

Acrobat, AppFolio, Account Edge, Basecamp, Charm, FileMaker Pro, Harvest, Google Suite, Lacerte, MAS90, Microsoft Office Suite, NetSuite, Peachtree, Slack, TPS, Trello and QuickBooks.

EXPERIENCE

Forcefield Greenhouses, Ashland, OR – *California Office Liaison* March 2017 - February 2020

- Outstanding customer and vendor service
- Accounts payable, accounts receivable and bank reconciliations
- Provided expert client and vendor service
- Took responsibility for projects and provided exemplary follow-through
- Document, expense and report preparation
- Maintained office calendars

Dave's European Motorcycles and Transmission, Seattle, WA – *Office Manager* May 2014 - August 2016

- Provided expert customer and vendor relations
- Accounts payables, receivables and bank reconciliations
- Ordered parts and supplies
- Kept office and warehouse cleaned and organized

Property Management, San Francisco, CA – *Office Manager* June 2012 - April 2014

- Expert client and vendor relations
- Accounts payable, accounts receivable and bank deposits
- Clerical support including data entry, faxing, filing, and ordering supplies

EDUCATION

Southern Oregon University, Ashland, OR – *BA Communication* January 2001 - June 2004