

ARNOLD LINKAY

3360 S.E. Tucker Dr.
Portland, Oregon 97211

503-555-5688
arnlin@gmail.com

OBJECTIVE: Bookkeeper position

PROFICIENCIES

Bookkeeping

Accounts Payable/ Receivable
Inventory Control/Computerized Tracking
General Ledger and Sales Journals
Billing and Account Reconciliation
Financial Statements
Invoice and Monthly Statement Preparation

Payroll

Payroll and personnel record keeping
Calculation of pay, payroll journalizing
Familiarity with federal and state payroll regulations including social security, withholding, and unemployment

Computer/Business Skills

QuickBooks, Excel, Access, Word
Strong 10-key skills

RELEVANT EXPERIENCE

Accounting Assistant Internship (January 20XX – June 20XX)

Portland Community College Bookstore

Gained experience in sales reconciliation, accounts payable and accounts receivable, cash procedures, receiving/inventory, and general ledger.

WORK HISTORY

Cashier/Stock Clerk - Fred Meyer, Portland, OR (20XX – present)

Library Assistant - City of Gresham Library, Gresham, OR (Summer 20XX)

EDUCATION

Associate of Arts Oregon Transfer Degree

Portland Community College, Portland, OR
Anticipated graduation June 20XX

Professional references available