

ARNOLD LINKAY

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OBJECTIVE: To secure an Accounting Clerk position

COMPUTER SKILLS

- ♦ Quickbooks Applications
- ♦ MS Access 2000/XP
- ♦ E-mail Protocol
- ♦ MS Excel 2000/XP
- ♦ MS Word 2000/XP
- ♦ Internet Research Techniques

PROFICIENCIES

Bookkeeping

Accounts Payable/Accounts Receivable
Inventory Control/Computerized Tracking
General and Sales Ledger
Billing and Account Reconciliation
Financial Statements
Prepare invoices and monthly statements

Payroll

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

RELEVANT EXPERIENCE

Accounting Assistant Internship January, 2003 – June, 2003
Portland Community College Bookstore

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

WORK HISTORY

Fred Meyer Grocery - Grocery/Parcel and Cashier, Portland, OR 2002 - present
City of Gresham Public Library - Library Assistant, Gresham, OR Summer of 2001

EDUCATION

Associates of Applied Science, ***Business Administration with emphasis in Accounting***
Portland Community College, Portland, OR
Anticipated graduation June 2004

Professional reference available

