

# Michael Relacore

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## OBJECTIVE

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A position as a Financial Assistant

## QUALIFICATIONS

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### Accounting/Business Skills

- § Managed general ledger and journals
- § Calculated, posted and verified accounts payable and receivable
- § Reconciled bank statements and made deposits
- § Timesheet approval, verification and tracking
- § Ordered and inventoried office supplies
- § Efficiently organized and processed bulk mailings to customers

### Management and Supervision

- § Promoted rapidly from data entry to Accounting Assistant. Oversaw all data entry personnel
- § Troubleshoot, resolved problems and handled customer complaints
- § Participated in staff recruitment, hiring, training and scheduling
- § Supervised data entry staff

### Computer and Office Skills

- § MS Word, Excel, Access, Internet, E-mail
- § Micro Type Pro – a teacher utility
- § Used database software to retrieve information and create customer lists
- § Keyboard 60 wpm, 10-key by touch

## WORK HISTORY

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<b>Accounting Supervisor</b>	U-haul Company of Oregon, Portland, OR	2001-present
<b>Cost Accounting Clerk</b>	Health Service Center, Portland, OR	1999-2001
<b>Accounting Assistant</b>	Portland Public Schools, Portland, OR	1997-1999

## EDUCATION

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Associate of Applied Science, Business Administration (Accounting emphasis) Portland Community College, Portland, OR	2003
Bachelor degree in Business Administration, currently pursuing Portland State University, Portland, OR	2005

## REFERENCES

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Available Upon Request