

**Amanda Accounting**  
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Arlington, Washington 98223  
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## **SUMMARY**

An energetic Accounts Receivable Specialist with a problem solving orientation, an efficient General Ledger account reconciler, and an insightful customer relations professional with varied experience in the manufacturing, education and retail industries.

## **SOFTWARE COMPETENCE**

Highly proficient in Windows, Excel, Outlook, Oracle, and most other standard software.

## **SIGNIFICANT EXPERIENCE**

**Accounts Receivable Administrative Assistant** – Fluke Corporation; Everett, WA  
(June 26, 2000 – August 8, 2003)

Responsible for monthly billing and adjustments of all corporate affiliate companies; posting of daily international wire receipts; backup for posting of daily domestic cash receipts for Fluke Electronics, Fluke Corporation, and Fluke Networks; resolve all credit card chargebacks; fixing of misapplied payments; overseeing daily check deposits; monthly reconciliation of AR Transfer General Ledger account; ordering of office supplies for Finance Department; maintain all office machines in my area; and other duties as assigned.

**Accounts Receivable Administrative Support Assistant** – Volt Services Group; Everett, WA

(January 3, 2000 – June 26, 2000)

Employed at Fluke Corporation to sort and distribute daily invoices; answer requests for customer references; fax invoices/credit memos to customers; backup of Accounts Receivable Administrative Assistant.

**Telephone Operator** – Manpower; Everett, Washington  
(December 1999)

Employed at Farmers Insurance to answer very busy multi-line phone system for auto adjustment office; distribute messages or calls as required; filing as time allowed.

**EXPERIENCE continued**

**Receptionist** - Law Offices of Jay Carey; Arlington, Washington

(February 15, 1999 – November 26, 1999)

Maintained daily court calendar and scheduled appointments for three attorneys; answered four-line phone system and provided customer service to clients and prospective clients; maintained multiple active/inactive client lists; sorted and distributed incoming mail; created various new client files; provided general administrative support for two paralegals and three attorneys; created and maintained database of public relations contacts; received and logged rent monies for rental properties using The Safeguard System; maintain stock of office supplies.

**Personal Leave**

(December 1993 – February 1999)

**Office Clerk** - King's Schools; Seattle, Washington

(April – December 1993)

Deposited and logged daily donations; formatted, printed and mailed donor receipts; maintained donor/alumni databases; manipulated data for mailings and other school fundraising projects; provided administrative support to Marketing/Volunteer Coordinator and Development/Alumni Coordinator.

**Administrative Assistant/Database Administrator** - Fluke Manufacturing; Everett, Washington

(December 1989 – December 1992)

Developed and maintained warranty registration and exhibit survey card databases for all Service Tools Division products; generated custom on-demand and periodic marketing reports using various types of software; developed and maintained 1-800 locator database; occasionally fielded general telephone product questions/requests; replied to mail-in product questions/requests; and provided general administrative assistant duties for Service Tools Marketing department.

**EDUCATION**

Everett Community College - Everett, Washington

B.A. Degree - Accounting (in process)

A.A. Degree - General Studies

**OTHER SKILLS**

Able to handle a variety of tasks, operate and maintain various office machines, provide excellent customer service, learn quickly, use advanced math skills and have an artistic eye.