

Natasha Doe

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BOOKSELLER / ADMINISTRATIVE ASSISTANT

I'm a detail oriented problem solver who has been assisting independent companies meet their growing demands for over 10 years. Most of my experience has been within the administrative assistance, accounting and customer service fields. My creative background gives me the ability to think outside the box and to solve problems objectively. I love working with a team and enjoy providing the support for a successful business.

TECHNICAL SKILLS

QuickBooks, ADP, MS Office, HTML, Quicken, Photoshop, Google Drive, Dropbox, 10 key by touch

PROFESSIONAL EXPERIENCE

ANTIQUA PAPER — San Francisco, CA

Owner, 08/2012 – Current

Antiquarian bookstore specializing in esoteric and rare finds. Responsible for all operations of the online store including buying, appraising, maintenance and implementation of the shopping cart database.

VINTAGE SHOP — Austin, TX

Curator/Buyer/Clerk, 02/2011 – 08/2012

Acted as content specialist responsible for the store's collections and involved with the interpretation of heritage material. Responsible for presentation of floor and wall displays. Processed transactions, Prepared daily sales reports, bank deposits and reconciled daily sales. Handled customer service complaints and cash control. Other duties included assisting owner in historic consulting and buying of antiques.

TECH STARTUP — Austin, TX/San Francisco, CA **Administrative Assistant/Bookkeeper**, 02/2010 – 02/2011

Responsible for payroll processing, benefits and other human resource duties. Reconciled vendor accounts, balance sheets and cash flow in QuickBooks and Excel. Processed accounts receivable, accounts payable and bank deposits. Responsible for general office administrative duties including managing incoming telephone calls, emails, faxes and scheduling.

INDIE BOOKS — Dublin, CA

Accounting Manager, 06/2004 – 02/2010

Responsible for processing payroll of 30 employees, benefits administrator, accounts payable, accounts receivable, collections, data entry in Excel and QuickBooks. Reconciled daily sales, returns, credit memos and offsite events. Prepared daily bank deposits, tax-exempt forms and house accounts. Other duties include receiving data entry, cash control, account reconciliation, vendor correspondence and filing.

EDUCATION

ADP CERTIFIED PROFESSIONAL PROGRAM—Hollywood, CA

PC Payroll Specialist, 2007

DE ANZA COLLEGE – Cupertino, CA

Certificate in Bookkeeping, 2003

UNIVERSITY OF TEXAS AT AUSTIN — Austin, TX

Bachelor of Arts, Theatre, 2002