

Veronica Arguello
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OBJECTIVE

Seeking a full time Accounting Clerk/Administrative Assistant Receptionist position

QUALIFICATIONS

- 6 Years experience doing Accounting Clerk Administrative Assistant Receptionist work at an Attorney's Law office.
- Cutting checks, Process payments, Paying Invoices month to month basis and posting checks to appropriate accounts.
- Do basic accounting/ bank deposits.
- Operating Office equipment such faxes, copiers, computer, and Scanner.
- Greeting visitors and callers, handling their inquiries, directing callers to the appropriate Persons according to their needs.
- Opening, sorting and routing incoming mail, and prepare outgoing.
- Transfer calls to appropriate departments using interoffice communications equipment and/ or voice mail as necessary.

PROFESSIONAL SKILLS

- Customer Service
- Data Entry
- Multiple Phone Lines
- Incoming/Outgoing mail
- Billing/Invoices
- Computer Literate
- Fax
- 10 Key
- Scanning/Filing
- Excel Spreadsheets
- CLS
- LexisNexis
- Posting Payments

PERSONAL WORK STENGTHS

- Friendly/Outgoing
- Quick Learner
- Problem Solver
- Team Work
- Dependable/Punctual
- Flexible

EMPLOYMENT HISTORY

Charles B. Darrah & Associates	Denver, CO	March 2005- Attorney Retiring
Teller US Bank	Wheat Ridge, CO	December 2003-April 200

EDUCATION

North High School	Denver, CO	1993
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Salary Requirement negotiable / Reference upon request