

# Arletta Bitsui

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## Professional Summary

Hardworking, fast learner, and enthusiastic entry level Bookkeeper seeking position in Clerical with three years of experience utilizing my knowledge in accounting.

## Education

### Diné College, Tsale, AZ

Associates of Arts Degree in Business, 2009

### Brookline College, Phoenix, AZ

Associates of Arts Degree in Accounting, 2002

## Experience

### Inventory Control Clerk, VB Cosmetics, Inc

318 S. Bracken Lane, Chandler, AZ 85224 (480) 814-8300

June 2018 to October 30, 2020

- Maintained an accurate count and location of all materials used in production.
- Received and inspected all materials in Warehouse and Accounting Software (Syspro)
- Obtained a Forklift Certification with the Company
- Worked closely with the Director of Supply Chain providing support with Purchasing, manufacturing, production, and lab works.

### Inventory, Labor Express

15 W. Baseline Rd., Suite 15, Tempe, AZ 85283 (480) 345-2429

July 6, 2017 to November 2020

- Provided inventory service for warehouse
- Accurately tracked and verified supplies to their location

### Recycle Picker, Premier Staffing Solutions

230 W. Baseline Rd., Suite 101A, Tempe, AZ 85283 (480) 557-9668

August 27, 2017 to August 30, 2017

- Collected Recyclable item from conveyor belt
- Clean around station area

### Picker, Integrity Staffing Solutions

5004 N 95<sup>th</sup> Ave, Glendale, AZ 85305 (623)734-1491

November 19, 2016 to February 6, 2017

- Picked ordered items from stored location
- Checked and verified items
- Used programmed scanner to tag out items

**Overnight Stocker, Walmart**

2601 E. Huntington Dr., Flagstaff, AZ 86004 (928) 774-3409

March 15, 2015 to October 2016

- Stocked products on to sales floor
- Stocked received products in warehouse
- Tracked and verified items with programmed scanner
- Provided customer service
- Cleaned surrounding work station

**Food Service, Best Western View of the Lake Powell Hotel**

716 Rimview Dr., Page, AZ 86040 (928) 645-8868

August 2014 to February 2015

- Prepared food daily for guests
- Provide Customer service: Meet and Greet
- Serve and host quests
- Clean dining area and wash dishes
- Inventory and supply order on a weekly basis

**Packaging, Elwood Staffing (Gary Yamamoto Custom Baits)**

816 Coppermine Rd., Suite2, Page, AZ 86040 (928) 645-9116

May 2014 to August 2014

- Inspected and packaged a variety of baits
- Cleaned surrounding work area

**Cashier, Taco Bell**

4402 W. Glendale Ave, Glendale, AZ 85301 (623)939-7668

August 2012 to November 2012

- Handle cash daily and provide customer service
- Cleaned in and around building and parking lot area
- Helped prepare food and cook
- Wash dishes

**Accounting Clerk, Tselani-Cottonwood Chapter House**

P.O. Box 1139, Chinle, AZ 86503 (928) 725-3765

December 2008 to July 2010

- Prepare monthly bank reconciliation, balance sheets, and financial reports
- Prepare, calculate, and process payroll for 20+ workers
- Prepare and Process approved travel authorizations
- Implement accounts receivables and payables on to spread sheets
- Process quarterly and annual tax forms such as: Form 941, Form 600, SUTA, etc.
- Provide customer service and basic office operations
- Proficient in Microsoft Office Suite
- Managed daily cash accounts for incoming revenues

**Office Assistant, DCI Shopping Center, Inc.**

P.O. Box 10, Chinle, AZ 86503 (928) 674-3418

August 2003 to August 2005

- Strong Customer Service and basic office skills
- Implement accounts receivables, calculate payroll, and make daily deposits
- Prepare invoices, Purchase orders, and work orders
- Worked closely with the maintenance department
- Basic knowledge in Office equipment and machine

