



HEATHER TRINE

Accounting specialist

PROFILE

With over ten years of proven experience providing exceptional support to daily office operational functions in the Administrative, accounting, Communication and Data Entry fields, I have consistently excelled with increased responsibilities. I continue to professionally excel in every opportunity that is given to me.

CONTACT

PHONE:
602-327-2718

EMAIL:
HMT2238@gmail.com

HOBBIES

Crafting
Hiking
Family
Exploring new things

EDUCATION

Mountain Ridge High school

2002 - 2006

I graduated with honors, and a GPA of 3.4.

WORK EXPERIENCE

The Supply Cache Accounting Specialist

February 2021–current

- Answer incoming calls
- Receive customer purchase orders
- Pay Vendors
- Reconcile accounts
- Customer refunds
- Import customer orders
- Collect past due accounts
- Reconcile CC statements
- Monitor bank accounts

Honey Smoked Fish Company Administrative assistant

- Answer incoming calls
- Receive customer purchase orders
- Confirm customer purchase orders back to customer
- Schedule freight companies to deliver orders
- Schedule appointments for freight companies if needed
- Schedule Costco Demos
- Run accrual reports for Costco demos
- Enter Use Tax from vendor invoices
- Enter data into the Access Database
- Misc. customer service
- Scan checks to the bank
- Create invoices, sales receipts, enter deposits, enter vendor invoices, enter fish inventory, create fish adjustments in QuickBooks.
- Run through receivable periodically to check for outstanding invoices.
- Reconcile Credit Card Statements

CNA National warranty Data entry specialist

February 2013 –January 2014

- Manually entered in an average 20 paper contracts a hour into the Oracle System
 - Scanned contracts into the Scan IQ system
 - Filed new business contracts by numerical order, approximately 5,000 per month
 - Reconcile weekly cancellation reports for accounting
 - Train the new hires on the cancellation procedures
 - Cancel and maintain paper work for SPP and APC contracts
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