

Patricia C Tetreault

413 221-2095 | tetreaultjet@verizon.net | 18 Sizer Drive, Wales MA 01081

Skills & Abilities

- . Clerical
- . Customer Service
- . Time Management
- .Economics and Accounting
- . Critical thinking
- . Judgement and Decision Making

Experience

Tetreault & Son Forest Management, Inc. - Brimfield, MA 08/2000 to 04/2018

- . Perform personal booking services
- . Prepare bank deposits
- . Operate computers programmed with accounting software to record, store
- . Classify, record, and summarize numerical and financial data
- . Operate 10 key calculators, typewriters, and copy machines to perform analyze calculations and produce documents.
- .Reconcile Bank Statements.
- . Monitor status of loans and account to ensure that payments are up to date.
- . All fuel consumption reporting for State of MA
- . IFTA quarterly reports
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.
- . Worked using Quickbooks
- . Assisted with all year end filings including doing 1099's

Education

High School Diploma

Tantasqua Regional Vocational School - Sturbridge