

Samantha Wilkie

Accounting Assistant

Fort Collins, CO 80528

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(832) 943-2525

Authorized to work in the US for any employer

Work Experience

Accounting Assistant

LEPOW DENTAL ASSOCIATES - Houston, TX

July 2015 to May 2017

- Input credit card statements and other bank transactions into the company database using QuickBooks.
- Filed all incoming financial documents and paid invoices in a timely manner.
- Assisted with the printing and distribution of employee checks along with various other accounting tasks.
- Delivered tax documents and assisted with general office duties such as errands, ordering supplies, etc.

Administrative Assistant

EXPRESS I.T. CONSULTING - Houston, TX

August 2009 to April 2015

Successfully handled duties such as providing exceptional customer service, and overseeing client relations.

- Answered incoming phone calls, documenting every call received.
- Communicated with staff and clients using Microsoft outlook as the primary email client.
- Created and sent invoices to clients using QuickBooks.
- Performed general office duties such as opening and closing the office, ordering any supplies needed, and scheduling required maintenance.

Designer

EDIBLE ARRANGEMENTS - Houston, TX

January 2005 to June 2009

Designed and prepared fruit arrangements based on the unique specification of the customer.

- Provided exceptional customer service by greeting customers, taking orders, delivering baskets, and handling any issue that many have been presented.
- Opened and closed the registers and store at the beginning and end of each day.
- Paid vendors and ordered various supplies including fruit, toppings, and any other kitchen equipment.

Education

B.S. Candidate in Computer Science

LONE STAR COLLEGE - Houston, TX

December 2020

Skills

Excel (4 years), Mac (7 years), Microsoft Office (10+ years), QuickBooks. (3 years)

Additional Information

- Intuit QuickBooks
- Microsoft Office (Word, Excel, PowerPoint, etc.)
- Mac OSX, Windows