

SEQUOIA MITCHELL

951.269.3238

Sequoiaann00@gmail.com

Nuevo, CA

Summary/Skills

Organized, and well-versed in all aspects of administrative support. Proficient with communication skills, utilizing office equipment and various operating systems and programs, software and applications such as:

- MS Office Suite applications and programs, QuickBooks, Email, Internet, UPS/FedEx and multiple communications correspondence
 - Document, word and data processing and control
 - Accounts payable, check/ACH processing
 - Multitasking and time management strengths
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Work History

Accounts Payable Admin 06/17/2020 – Current

Hardwoods Specialty Products, Perris, CA

- Processed, tracked, reconciled and expedited invoices, POS, credit memos, bills and other expenditures using GL coding, ACH payments, checks and various other payment methods through Workflow using Agility, Excel and Citrix software.
- Performed numerous clerical tasks such as data entry, General Ledger entry and maintenance, filing and shipping while providing customer service.

Assistant Office Manager 07/17/2018 – 06/2020

Admiral Weighing Systems, Beaumont, CA

- Light bookkeeping for accounts payable and accounts receivable
- Data entry/processing, document control, filing, customer service via multi-line phone, email, fax, mail and in person communications
- Processing, ordering, tracking, shipping and receiving for office supplies, equipment and bills
- Assisted with implementing office procedures

Temporary Office Assistant 01/10/2018 – 07/16/2018

City of Lake Elsinore, Lake Elsinore, CA

- Customer service via phone, email and in-person
- Maintained and produced physical files and digitized records
- Document/word/data processing and control
- Light bookkeeping

Buyer's Secretary 06/17/2014 – 01/09/2018

Starcrest of California, Perris, CA

- Performed office-related support tasks and clerical functions, including faxing, filing, copying, data entry and communication support using multi-extension phone
- Prepared all samples and paperwork for each catalog
- Provided onboarding and training for new support staff

Warehouse Associate 06/07/2012 – 06/17/2014

ModusLink, Riverside, CA

- Maintained inventory records to provide data for use in audits and completion of order requests
- Prepared orders for shipment by picking, packing, sorting and labeling merchandise
- Operated PC and RF-based computer systems

Cashier 01/05/2011– 06/07/2012

Walmart, Lake Elsinore, CA

- Processed POS transactions, including checks, cash and credit purchases or refunds using cash register

- Helped customers complete purchases and/or locate items.

Education

GED 2013

Alessandro High School