

Theresa Sendek

I have a Bachelor's Degree in Accounting and over twenty years of experience working many different aspects in the accounting field. I have processed sales orders and service billings, monitored multiple email accounts, managed several calendars and have been responsible for generating routine reports. I am a flexible, committed, hard worker with the capacity to multi-task and keep a positive attitude. I have strong administrative experience, excellent phone communication skills and dedicated email follow-up.

Work Experience:

Metafile Information Systems, Inc.

Business Support Services / Accounting Administrator

Rochester, MN

08/2013 — Present

- Accounts Receivable, Accounts Payable, Bookkeeping, Data Entry, Order Entry, Create Reports, Microsoft Word, Excel, Office, Multi-functional printers, Fax, Copier, Scan, file, Assist walk-ins, professional phone etiquette
- I have been working remotely for several months and continue to be a dedicated support staff associate.

Hire Investments Temp Agency at Metafile Information Systems, Inc.

Business Support Services / Accounting Administrator

Rochester, MN

05/2013 — 8/2013 (hired full-time)

Bosma Technology Resources, Inc.

Payroll/Accounts Payable/Accounts Receivable Clerk

Rochester, MN

11/08 —05/13

- Multiple Company Payrolls, Accounts Receivable, Accounts Payable, Bookkeeping, Data Entry, Create Reports, Microsoft Word, Excel, Office, Multi-functional printers, Fax, Copier, Scan, file, Assist walk-ins.

Palmer Soderberg, Inc.

Payroll/Accounts Payable/Accounts Receivable Clerk – Business Administration

Rochester, MN

03/00 – 06/08

- Union Payroll, Accounts Receivable, Accounts Payable, Data Entry, Multi-line Phone, Order Office supplies, Certified Payroll, Expense Vouchers, Negotiate Accounts, Union, Microsoft Word, Excel, Office, MAS 90, Crystal Reports, Multi-functional printers, Fax, Copier, General Ledger, file, mail, Assist walk-ins, order office supplies.

Education:

Bachelors of Science Degree (Accounting / Business)

Winona State University - Rochester Center, Rochester, Minnesota

Technical Skills:

Type 60+ WPM; Operate; Facsimile machines, Scanners, Multiple Functional Copiers, Printers (Laser, Inkjet, DeskJet, and Dot Matrix); Proficiently Computer Literate Utilizing Windows, Calendar, Microsoft Outlook, Microsoft Word; Excel, MAS 90, Actively use Internet, Email; Competent Answering Multiple Line Phones; Proficiently use Ten-Key Pad, Independently Work Remote