

CELIA MILLER

8670 Camino Colegio #147 • Rohnert Park, CA 94928 • (707) 665-9430

PROFILE

I am a strong team player, dedicated to solving problems and getting results quickly and efficiently. I enjoy responsibility, challenge and continued education and growth.

SKILLS

- Accounting Skills
- General Ledger
- Accounts Payable
- Accounts Receivable
- Computer Skills
- Microsoft Excel
- Microsoft Word
- Automated Acct
- Telephone Skills
- Typing / Indexing
- Calculator by Touch
- Data Entry
- Ability to Work Unsupervised
- Team Work
- Bilingual: Spanish / English
- Customer Service

EXPERIENCE

- 2002 **McPhail's Appliance (Nelson Staffing)**
Customer Service
Answered phones, Took messages, Looked up customers in system and identified problems, Checked voice mail and returned messages in a timely manner, Organized and distributed messages accordingly, Performed miscellaneous tasks as assigned Entered detailed notes regarding any contact with customers, delivery companies and partners into the computer system.
- 2001-2002 **North American Mortgage**
Loan Clerk
Processed all manner of loan documents. Inspection reports, Safety reports, Data entry and evaluation, etc. Entered into central database and processed error logs and omission documents, Copies and general office duties.
- 2000-2001 **Western Roofing Supply-San Jose California**
A/R Clerk
Preliens, Liens, Tracked payments, Bank deposits, Account reconciliation, Data entry, Invoicing, Answered phones, Filing, Processed credit application, Helped launch a new accounting system, and general office duties
- 1999 **Advanced Marketing Solutions - San Jose, California**
Bookkeeper
Answered phones, Tracked payments and invoices, Prepared commissions statements, Filing and general office duties

EDUCATION

- Central County Occupational Center**
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|-----------|--------------------------------------|--------------|------------|
| 1998-1999 | • Computer Accounting / Finance | Certificate: | June, 1999 |
| 1998-1999 | • Career Connections | Certificate: | June, 1999 |
| 1997-1998 | • Office Assistant / Word Processing | Certificate: | June, 1998 |
- Jose Maria Morelos High School Mexico**
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|---------------------|---------|
| • General Education | Diploma |
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