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| Holly cantrell  2003 State Rt 508, Onalaska, WA 98570 · 360-520-5153  h\_carbaugh@hotmail.com |
| * Technically skilled administrative support professional valued for multitasking strengths, organizational abilities, and bookkeeping capabilities. |

# Experience

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| April 2012 – PresentDist Secretary/business manager, lewis county fire dist #4 Record and prepare meeting minutes, Prepare vouchers for acct payable, Input payroll, Reconcile funds, Budgeting, Maintain financial reports, Track volunteer calls & training, Bias Accounting Software |
| october 2007 – april 2012member services representative ii, twinstar credit union Cash and financial transactions, Researching and/or resolving member account questions, Meeting established sales referral goals, Cash handling |

# Education

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| june 2007accounting, centralia college Associates in Technical Arts degree |
| june 2001general education, Morton Jr sr high school High School Diploma |

# Skills

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| * Bookkeeping, A/P * Administrative support * Records management * CPR/1st Aid certified | * MS office and Google Chrome * Budgeting & Reconciling accounts * Spreadsheets and Data Entry * Notary |

Holly Cantrell

2003 State Rt 508

Onalaska, WA 98570

[h\_carbaugh@hotmail.com](mailto:h_carbaugh@hotmail.com)

September 10, 2018

To Whom it May Concern,

I am actively seeking an opportunity such as your Accounts Payable position you have listed on your website. Over six years of experience has equipped me with a multitude of skills you’re looking for, and I would like to continue my growth at Braun NW. As an outgoing person with exceptional interpersonal skills and the hunger to learn and grow professionally, I’d be a great candidate to consider for this position.

Throughout my career I have demonstrated for my employers an exceptional facility for meeting organizational objectives and needs. In addition to my administrative and clerical skills, I have accounting and budgeting experience. I have strong abilities in MS office and Google Chrome, I type 35-40 WPM, 10-key, and I’m able to learn new programs and customized software quickly to increase efficiency and productivity.

My resume is attached, detailing my experience, and I’m looking forward to learning more about this position and what it entails. I would greatly appreciate the opportunity of speaking with you at your earliest convenience, via e-mail or phone. Thank you for your time and consideration.

Sincerely,

Holly Cantrell