

Nikita Roe

360.520.3936| nikitaroe212@gmail.com

Looking to partner with a company that is as eager as I am to improve and grow. I have prior experience with accounts payable/receivable, inventory control and purchasing. Through the years I have enjoyed learning and increasing my knowledgeability for these positions. Making decisions, serving customers and helping employees are what I do best.

Skills & Expertise

- QuickBooks- Invoicing customers & vendors (5yrs)
- E1 (Oracle)- Processing invoices, expenses reports, month end & year end (5yrs)
- Petty Cash, Checks & Deposits (5yrs)
- ADP- Payroll coordinator support (1yr)
- Purchasing & Inventory Control- Ordering, Receiving & Tracking supplies (4yrs)
- Job Boss- processing customer orders, ordering material & shipping paperwork (4yrs)
- Multi-line phone system (7yrs)
- Employee orientations (4yrs)
- Inputting training records & approvals (3yrs)
- Event Planning (4yrs)
- Quick & detail oriented
- B&L-processing customers order & shipping paperwork (2yrs)

Professional Experience:

Mega Machine Shop Inc.| Tumwater, WA

- Administrative Assistant
(January 2019- February 2020)

Cardinal FG| Winlock, WA

- Accounts Payable/Production Reporting (June 2015- January 2019)

Bradken|Chehalis, WA

- Quality Control Professional (June 2013 - February 2015)

Quanex Building Products | Chehalis WA

- Data Entry/ Shipping Clerk (November 2012 – March 2013)

Lyden's Specialty Machine LLC| Chehalis, WA,

- Data Entry/Payroll Support (April 2011- July 2012)

References:

Arlyn Long (Mega Machine Shop - Owner) - Cell: (360) 790-3682 - Work: (360) 357-5372

Larry Lasmanis (Mega Machine Shop - Owner) - Cell: (360) 561-3739 - Work: (360) 357-5372

Jerry Nichols (Cardinal Glass - Purchasing Manager) - Cell: (360) 304-2997

Eva Allison (Cardinal Glass - Storeroom Clerk) - Cell: (360) 562-6901 - Work: (360) 242-4337