

HEATHER FARLEY

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SUMMARY

Hardworking employee with customer service, multitasking and time management abilities. Quick learner.

SKILLS

Financial Planning
Operations Management
Operations Oversight
AR/AP

Budget Development
Payroll Processing
Documentation and Reporting

EXPERIENCE

The Last Rodeo
Accounting Clerk
2024

Digital Processing, Invoices, Bank Statement audits, Vendor Audits, Excel spreadsheets, Cash audits, Payroll processing, Background and Post wrap.

Twisters
AP Clerk
2023/2024

Digital Processing, Emails, Invoices, Bank statement audits, Vendor audits, Excel spreadsheets, Bank deposits, processed AP Reconciled corporate travel account statements, PSL+ and BOX

Sweet T's
Owner/Operator
2020/2024

Engaged customers through social media networks to promote new products and special offers.
Kept records for production, inventory, income and expenses.

Midwest Regional Medical Center
CNA
2012/2013

Performed vital sign assessments, blood pressure and temperature. Documented patient care services by charting in designated area. Answered patient call lights promptly and responded to requests.

Daily Oklahoman
Paper Route Carrier
2005/2012

Delivered newspapers to customers on a daily basis.
Organized and bundled papers for delivery.
Collected payments from customers for subscription services.
Maintained records of deliveries, collections and customer info.

DeShields Electric
Co Owner
1995/2001

Managed operations budgeting, accounts payable and accounts receivable and payroll.
Kept records for production, inventory, income and expenses.

American Collection Systems
Data Entry Clerk
1990/1993

Performed data entry from paper documents and other sources into computer system.

Linda's Accounting
Tax Preparer
1989/1990

Compiled data from clients to accurately complete tax forms.
Created spreadsheets detailing income sources, deductions, credits estimated payments.

EDUCATION

Moore High School, Moore, OK