

CHRISTOPHER HOLDER

Accounting Specialist ▼

Accounting Technician ▼

Bookkeeper

PROFESSIONAL SUMMARY

Dedicated Accounting specialist able to maintain customer satisfaction and contribute to a company's success. Specific skills and knowledge include: accounts receivable, accounts payable, payroll, Word, Excel, business law ethics, and customer service

SKILLS

Accounting 1, 2, & 3

Mastering Payroll

Business Law

QuickBooks 2015, 1 & 2

Word 2013

Excel 2013

Access 2013

PowerPoint 2013

Outlook 2013

Customer Service

Bookkeeping

Keyboarding 40 wpm

Career Connections

Inventory

Data Entry/Ordering

WORK HISTORY

Pool Technician

Nor-Cal Pools, Pleasant Hill, California

- Cleaned pools with net and vacuum as needed; emptied skimmers and cleaner bag on the pool cleaner and balanced pool chemicals
- Also performed other maintenance as well, such as replacing filters, skimmers, parts for the pool cleaner and pool system

Warehouse

7/14–7/15

Ned's Auto Body Supply, Concord, California

- Stocked the warehouse of supplies and took phone orders
- Mixed auto body paint for customers as needed
- Responsible for inventory

Food Clerk

7/10–3/14

Safeway, Pleasant Hill, California

- Operated cash register, stocked frozen foods, produce, canned goods and maintained clean work area
- Greeted customers as they came through the check stand
- Answered questions from customers or get the help they needed

EDUCATION

Accounting Technician Program Certificate—Martinez Adult Education, Martinez, CA 2016

Accounting Specialist Program Certificate—Martinez Adult Education, Martinez, CA, 2016

Microsoft Office Suite 2013 Certificate—Martinez Adult Education, Martinez, CA, 2016

Bookkeeping Certificate—Martinez Adult Education, Martinez, CA, 2016