

Michelle Simko
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Objective To obtain employment position with a company that will utilize my accounting skills, professional skills, real estate knowledge to gain experience and enhancement in the field of business.

Education/ Certifications Startford Career – Online Bookkeeping Certification May 2019- August 2019
Earned Bookkeeping Diploma with high honors

Quickbooks Pro-advisory April 2020-Current
Pro-advisory certificate

H & R Block – Boyertown, PA 2019
Tax Preparer Certificate

RealEstateU – Online Real Estate License Courses Currently taking

Notary.net – Notary Education certification 2019

Upper Merion High School – King of Prussia, PA Graduated 1987

Experience Versitex of American – Spring City, PA 2017 - Present

- Accounting Manager-full charge bookkeeping, A/R, A/P, P&L, Trial Balance
- Bank reconciliation. Knowledge of Euro foreign exchange. Website Coordinator

Corropolese Bakery & Deli – Limerick, PA 2014-2016

- Register, ordering, receiving orders
- Stocking, baking, customer service

Boscov’s Department Stores, LCC – Reading, PA 2013- 2016

- Coordinate customer deliveries on a daily basis
- Liaison for Manufacturers, Sales Associates, & Customers
- Oversee shipments received for inventory

Acme Markets, Inc. – Phoenixville, PA 1994-2013

- *Office Clerk* perform store safe and register close-out balances
- *Office Coordinator* responsible for store’s financial reporting, Payroll, employee work schedules
- *Scanning Coordinator* (assistant) responsible to oversee accuracy Of product pricing and register acceptance
- *Pharmacy Technician* coordinate entering and dispensing patient’s Medical prescriptions
- *Cashier/Customer Service Representative*

Volunteer Services

- *Treasurer* Little League Baseball (local organization)
- *Coach* Baseball, basketball, and cheerleading
- *Teacher* CCD Catholic Education
- *Journalist* for RACC college newspaper

References available upon request