

DARCY K. BONAN

576 Wind Crest Drive, Apt. #B ~ Los Angeles, California 91007

(626) 487-3975 ~ (626) 826-4146

OBJECTIVE: Seeking an **Administrative Assistant/Accounting** position.

QUALIFICATIONS:

- ! Over **5 years** experience in a variety of professional organizations.
- ! Excellent interpersonal communication skills; relate well with clients, management, co-workers and people from diverse backgrounds.
- ! Innate numerical aptitude with knowledge of print advertising, customer service, administration, collections, accounts receivable/payable and payroll processing.
- ! Strong troubleshooting abilities; identify administrative or customer related problems and implement appropriate solutions.
- ! Organized with the ability to handle multiple tasks, work on tight deadlines and in high pressure situations.
- ! Experienced in generating sales and production reports..
- ! Computer literate on Microsoft Office, WordPerfect, Excel, Quickbooks, ACT 2000, Avery Label Pro and the Internet. 10 key by touch.
- ! Self-Motivated...Reliable...Dedic ated...Personable.

EXPERIENCE:

1999 to Present WORKING WORLD MAGAZINE Los Angeles, CA
Accounting Supervisor/Production Assistant: Responsible for processing accounts receivable, handling general ledger postings, preparing monthly commission and sales reports as well as payroll data. Communicated with marketing representatives and customers regarding account status, negotiate payment settlements and generate invoices. As Production Assistant - manage layout of the monthly publication, process bulk mailing, maintain archives and update the magazine distribution data base.
< Decreased outstanding debt by up to \$10,000 within the first 6 months.

1998 to 1999 RP RICHARDS, INC. Santa Barbara, CA
Project Administrative Assistant: *Davis Monthan Airforce Base:* Handled heavy incoming phone calls. Interacted with project subcontractors regarding daily progress reports and certified payrolls. Provided administrative support to the Project Managers including shipping/receiving materials and scheduling subcontractors work.
Pacific Heights Military Housing: Provided assistance to the Quality Control Director in preparing reports, submittals and correspondence. Processed new hires, time sheets and coding for payroll.

1997 to 1998 VISCOUNT SUITE HOTEL Tucson, AZ
Front Desk Agent: Responsibilities included face to face and telephone interaction with hotel guests. Troubleshot and resolved guest problems and ensured their satisfaction. Worked with Senior Management in preparing for large group functions. Handled large amounts of cash, prepared occupancy reports and processed hotel reservations.

1995 to 1996 OLD PUEBLO TRADERS Tucson, AZ
Customer Service Agent: Processed customer orders for a women's clothing line. Checked inventory for availability and shipped merchandise.

EDUCATION:

PIMA COMMUNITY COLLEGE Tucson, AZ
Bankruptcy Course

CANYON DEL ORO HIGH SCHOOL Tucson, AZ