

Tanya Q. Kitka

SUMMARY OF QUALIFICATIONS

- Experience working remotely, effective time management, efficient, organized and detail oriented
- 15 years of experience in finance/bookkeeping/office administration
- Skilled with Quickbooks and Microsoft Office
- 70 WPM typing speed

EDUCATION

2012/2013 Kodiak, AK: *Kodiak College (UAA): A.A.S. in Accounting/A.A.S in General Business*

- Graduated Magna Cum Laude, 4.0 GPA

2004 Seward, AK: *Alaska Vocational Technical Center (AVTEC): Structural Welding Program*

- Graduated at Combination Welder level, highest level of completion for program, and obtained welding certification at Alaska Industrial X-Ray

2003 Sitka, AK: *Sheldon Jackson College (SJC)*

- Finished final semester of high school while living and earning college credits at SJC

2001 - 2002 Yakutsk, Russia: *Youth Exchange Program: Kodiak Noon Rotary Club*

- Spent a year experiencing Siberian life, and becoming fluent in the Russian language

1998-2003 Sitka, AK: *Mt. Edgecumbe High School*

- Completed four years at renowned boarding school; held positions as Senior Class President, Senior Editor of the school newspaper, and President of the National Honor Society, while maintaining a high GPA

DEGREES & CERTIFICATIONS

- Associate of Applied Science in Accounting
- Associate of Applied Science in General Business
- Certified Structural Welder AWS D1.1
- Alaska Driver's License

WORK HISTORY

June 2016 - Present: *Alaska Marine Surveyors, Inc.: Administrative Assistant/Bookkeeper*

- Type and assist with preparation/compilation of highly confidential marine survey reports/financial information, documents, photos and invoices using Microsoft Word, PDF formatting, photo editing software, and various office equipment. Correspond with clients via email and telephone. Organize and book surveyors' travel reservations for remote projects. Coordinate project schedules, relay messages, and provide general administrative assistance for marine surveyors. Responsible for full cycle bookkeeping, using Quickbooks, (receivables, payables, bank deposits, account reconciliations, payroll, tax deposits, city sales tax reporting, quarterly and annual financial statements, filing etc.)
- Worked remotely from home from March 2020 to present.

June 2012 – Present: *Paper Trail Bookkeeping, Kodiak; Owner/Bookkeeper*

- Began small business to provide bookkeeping services for local businesses, including start-up, clean-up, and full-cycle bookkeeping. Create and organize bookkeeping systems for new businesses, catch up and manage existing books, prepare payroll and tax reporting, accounts receivable/payable, bank and credit card reconciliation, preparation of financial statements for income tax preparation, and other duties as requested.

July 2014 – June 2016: *Mobile Hydraulics/Near Island Supply Inc., Kodiak; Part-Time Bookkeeper*

- Full cycle bookkeeping, using Quickbooks Online and Desktop versions to record financial transactions. Duties included preparing customer invoices and regular billing, accounts receivable, coding/entering all expenses and bills, accounts payable, preparing bank deposits, account reconciliations, payroll, tax deposits, city sales tax reporting, financial statements and filing. Completed applications for new vendor accounts and bank loans. Also helped implement Point of Sale program and inventory system in new retail venture.

July 2012 – July 2013: *C-Wing Service, Kodiak; Part-Time Bookkeeper*

- Used Quickbooks to record all financial transactions, prepared customer invoices, handled billing, accounts receivable, accounts payable, prepared deposits, reconciliations, payroll and government tax reporting. Also, assisted in parts department with inventory organization.

June 2004 – June 2012: *Arc n' Spark Welding Inc., Kodiak; Purchasing Manager/Office Assistant*

- Managed busy welding supply store. Developed inventory ordering system and ordered stock from 30+ vendors for retail welding store. Developed system to organize and record gas cylinder shipments. Assisted customers with all aspects of welding, including advice, design, pricing, scheduling, and billing. Took payments on account, handled cash, counted till. In office, assisted with manually totaling timecards and payroll, used Quickbooks to record transactions, receive payments, prepared and mailed customer account statements, reconciled accounts, and also filed and other misc. office work.

July – Sept. 2004: *Alaska Auto Repair Center, Kodiak; Part-Time Office/Shop Assistant*

- Scheduled appointments, created repair orders, billed clients, ordered parts as needed by mechanics, organized cars in parking lot, answered phones and directed calls, cleaned the shop, etc.

July – Dec. 2003: *Sitka True Value, Sitka; Housewares Dept. Sales Clerk*

- Ordered inventory for housewares, stocked shelves, organized displays, counted tills at closing, and assisted customers with special orders.

Summers of 2002 & 2003: *Kodiak Island Housing Authority, Ouzinkie; Laborer*

- Assisted carpenters/roofers in Ouzinkie Housing Projects, worked both under houses, laying vapor barrier and up on ladders, in all weather conditions.

Summers of 2000 & 2001: *Raspberry Island Remote Camps, Raspberry Island; Cook*

- Prepared three meals a day in a remote location for groups of 20+, lead kayak guides, mountain hikes, wilderness adventures, vacuum sealed fish, cleaned guest cabins, saunas, bathrooms, and main lodge, maintained garden, split firewood, and performed various maintenance duties.