

Shirley Foster

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My skill set includes bookkeeping, administrative and organizational skills. I work well with others but can also work independently. I am resourceful and a creative problem solver with a positive and professional attitude. I am honest, trustworthy and responsible. I am energetic, curious, willing to learn, and highly motivated.

Current Employment

BOOKKEEPER, MIDDLETOWN COMMUNITY UNITED METHODIST CHURCH, MIDDLETOWN, CA DECEMBER 2016

Pay invoices, bank reconciliations, payroll, reports for Board review. (4 hours per week)

BOOKKEEPER, UNITY ADJUSTMENTS, MIDDLETOWN, CA APRIL 2017

Data entry, bank reconciliations, payroll, other duties as requested. (2-3 hours per week)

Work History

BOOKKEEPER, LAKE APPLIANCE AND REPAIR, MIDDLETOWN, CA SEPTEMBER 2016 - MARCH 2017

Create invoices, record sales receipts, deposits, bank reconciliations, payroll. (12-15 hours per week)

CO-OWNER, LINKSKY VALUE HOST INC., HIDDEN VALLEY LAKE, CA JANUARY 2000 - NOVEMBER 2015

Linksky Value Host Inc. is a website hosting corporation established in 2000 and sold in 2015. My responsibilities included maintaining accounting records (including accounts receivable and accounts payable); managing subscription invoicing for up to 2,600 members; customer service and technical support for membership including troubleshooting email issues, access to and function of members' accounts, server security, social media marketing (Facebook, Twitter, Pinterest, Tumblr), etc.

CO-OWNER, PARAGON3, SANTA ROSA, CA JANUARY 1990 - JANUARY 2000

Founded a small graphic design and production studio in Santa Rosa. My work included project coordination, customer service, finance, copy editing, typesetting and page layout. Our firm produced fliers, brochures and business cards, posters, trade show booth graphics, textbooks, packaging, etc. We worked directly with clients and also as a production studio for professional graphic designers in Sonoma and Marin County.

OTHER EMPLOYMENT (PRE-1990)

Digitype, Santa Rosa (Typesetter)

TaborType, Sebastopol (Typesetter)

Big Brothers / Big Sisters, Santa Rosa (Administrative Assistant)

Volunteer Center of Sonoma County, Santa Rosa (Administrative Assistant)

Education

Certified Public Bookkeeper, NACPB, 2016

Sonoma State University – B.A. Management, 1980 (Rohnert Park, CA)

Palomar College – A.A. 1978 (San Marcos, CA)

Hobbies, Interests, Volunteering

Trainer, Certified Tourism Ambassador for Lake County. Secretary, Middletown Area Merchants Association. I attend Jazzercise regularly, hike the trails in beautiful Lake County, garden, cook and work on home improvement projects.