

GAIL BELLCAMP
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Helena, MT 59624
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OBJECTIVE Full-time employment as an Assistant Accountant.

EXPERIENCE

Accounting Clerk I, Helena College of Technology. February 2006 to present.

- Maintain accounts payable and receivable, general ledger, and payroll for an operations budget of \$700,000.
- Implement new ledger process and management procedures that save employee and management time.

Machine Forming Operator. ABC Company, September 2000 to June 2003.

- Read complex blueprint specification to assemble, install, and align dies in press.
- Inspected work for conformance to specifications and made necessary adjustments.
- Received Zero Percent Error Award, 2001, 2002.

Machine Tool Cutting Operator. ABC Company, March 1997 to September 2000.

- Observed, regulated and controlled all phases of operation.
- Planned work process and sequence of operations using blueprints and layouts.
- Set up and operated automated cutting machine to cut metal stampings.

Set-Up Operator. ABC Company, February 1995 to March 1997.

- Monitored gauges and dials to assure machines ran properly.
- Set up and operated a variety of machine tools, such as lathes, milling machines, and drill presses, on a custom basis.
- Performed routine maintenance, decreasing breakdowns by 40%.

EDUCATION Associate of Applied Science, Accounting Technology.
July 2003 to December 2005.
Montana State University, Billings, MT.

COMPUTER SKILLS Microsoft Office, including Excel, Word, and PowerPoint.

REFERENCES Available upon request.

Chronological Resume