



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

## State of West Virginia Delivery Order

Order Date: 07-05-2023

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CDO 0506 0506 HHR2300000008 13	<b>Procurement Folder:</b>	1175385
<b>Document Name:</b>	Change Order No. 10 - Staff for BSS	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Accounting Technician II Temporary Staffing - BSS	Change Order #10 to add employee to Bureau of Social Services.	
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Crystal G Husted		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.husted@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b> CMA 0506 HHR2000000007 13	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000228419			<b>Requestor Name:</b>	Elizabeth Webb
EXPRESS SERVICES INC				<b>Requestor Phone:</b>	(304) 558-2996
47 RHL BLVD				<b>Requestor Email:</b>	elizabeth.a.webb@wv.gov
SOUTH CHARLESTON		WV	25309	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
BUYER - 304-957-0209	STATE OF WEST VIRGINIA
HEALTH AND HUMAN RESOURCES	VARIOUS LOCATIONS AS INDICATED BY ORDER
FINANCE	
ONE DAVIS SQUARE, STE 300	
CHARLESTON WV 25301	No City WV 99999
US	US

<b>Total Order Amount:</b>	\$1,100,064.00
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Purchasing Division's File Copy

ENTERED

CHA 7/11/23  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tina [Signature]* 7/11/2023  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolson* 7-11-23  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 10 To add Melanie LaTease Jackson as a Accounting Tech Temp Staff for Bureau of Social Services effective 07/13/23 through 02/09/24.

Melanie LaTease Jackson - Estimated 1352 hours (1152 regular hrs. estimated 200 overtime hrs)

Quantities listed in this delivery order are approximations only, based on agency estimates. It is understood and agreed that the Contract shall cover the quantities worked during the term of this delivery order, whether more or less than the quantities shown.

Payment will only be made for actual commodities and/or services rendered.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Justine M. Keaton

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Jared Nelson

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Jared Nelson - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Maranda Gilkeron

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 950 hrs X \$21.00 = \$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Victoria Bishop

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Victoria Bishop - Estimated regular hours - 950 hrs X \$21.00 =  
\$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Anthony Badger

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 950 hrs X \$21.00 =  
\$19,950.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Alice Burgess

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours - 950 hrs X \$21.00 =  
\$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Gary Stewart

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 950 hrs X \$21.00 =  
\$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Justine M. Keaton

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Justine M. Keaton - Estimated regular hours - 1330 hrs X \$21.00 =  
\$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Jared Nelson

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Jarad Nelson - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Maranda Gilkeron

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Maranda Gilkeron - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Victoria Bishop

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Victoria Bishop - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Anthony Badger

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Anthony Badger - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Alice Burgess

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Alice Burgess - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Michelle Sooy

**Extended Description:**

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Michelle Sooy

**Extended Description:**

Accounting Technician II Temporary Staffing - ODCP

Michelle Sooy - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
19	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Gary Stewart

**Extended Description:**

Accounting Technician II Temporary Staffing - BPH Finance

Gary Stewart - Estimated regular hours - 1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
20	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Krystin Boohar

**Extended Description:**

Accounting Technician II Temporary Staffing -DHHR A/R

Kristin Boohar - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
21	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Krystin Boohar

**Extended Description:**

Accounting Technician II Temporary Staffing - DHHR A/R

Krystin Boohar- Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
22	80111605	950.00000	HOUR	\$21.0000	\$19,950.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2023-06-30				

**Commodity Line Description:** Accounting Technician II - Denise Chaber

**Extended Description:**

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours - 950 hrs X \$21.00 = \$19,950

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
23	80111605	1330.00000	HOUR	\$21.0000	\$27,930.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-01	2024-02-09				

**Commodity Line Description:** Accounting Technician II - Denise Chaber

**Extended Description:**

Accounting Technician II Temporary Staffing - P-Card

Denise Chaber - Estimated regular hours -1330 hrs X \$21.00 = \$27,930

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
24	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-21	2024-02-09				

**Commodity Line Description:** CO 1 Accounting Technician II - Barry Lisenbee

**Extended Description:**

Change Order 1

Accounting Technician II Temporary Staffing - BPH Finance

Barry Lisenbee - Estimated regular hours - 2280 hrs X \$21.00 = \$47880

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
25	80111605	1800.00000	HOUR	\$21.0000	\$37,800.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-03-28	2024-02-09				

**Commodity Line Description:** CO 2 Accounting Technician II - Brenton Davis

**Extended Description:**

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Brenton Davis - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
26	80111605	1800.00000	HOUR	\$21.0000	\$37,800.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-03-28	2024-02-09				

**Commodity Line Description:** CO 2 Accounting Technician II - Kristina Hudnall

**Extended Description:**

Change Order 2

Accounting Technician II Temporary Staffing - BPH Finance

Kristina Hudnall - Estimated regular hours - 1800 hrs X \$21.00 = \$37,000.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
27	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-02-21	2024-02-09				

**Commodity Line Description:** CO 1 Accounting Technician II John Beard

**Extended Description:**

Change Order 1  
Accounting Technician II Temporary Staffing - BPH Finance

John Beard - Estimated regular hours - 2280 hrs X \$21.00 = \$47880

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
28	80111605	1736.00000	HOUR	\$21.0000	\$36,456.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-11	2024-02-09				

**Commodity Line Description:** CO 3 Accounting Technician II Jeanine Cameron

**Extended Description:**

Change Order 3  
Accounting Technician II Temporary Staffing - BPH Finance

Jeanine Cameron - Estimated regular hours - 1736 hrs x \$21.00 = \$36,456.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
29	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-18	2024-02-09				

**Commodity Line Description:** CO 4 Accounting Technician II - Sara Burdette

**Extended Description:**

Change Order 4  
Accounting Technician II Temporary Staffing - BPH Finance

Sara Burdette - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
30	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-18	2024-02-09				

**Commodity Line Description:** CO 4 Accounting Technician II - Brittany Gray

**Extended Description:**

Change Order 4  
Accounting Technician II Temporary Staffing - BPH Finance

Brittany Gray - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
31	80111605	1696.00000	HOUR	\$21.0000	\$35,616.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-04-18	2024-02-09				

**Commodity Line Description:** CO 4 Accounting Technician II - Kayla McCallister

**Extended Description:**

Change Order 4  
Accounting Technician II Temporary Staffing - BPH Finance

Kayla McCallister - Estimated regular hours - 1696 hrs x \$21.00 = \$35,616

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
32	80111605	1656.00000	HOUR	\$21.0000	\$34,776.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-25	2024-02-09				

**Commodity Line Description:** CO 5 Accounting Technician II - Lora Kuhn

**Extended Description:**

Change Order 5  
Accounting Technician II Temporary Staffing - BPH Finance

Lora Kuhn - Estimated regular hours - 1656 hrs x \$21.00 = \$34,776.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
33	80111605	1656.00000	HOUR	\$21.0000	\$34,776.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-04-25	2024-02-09				

**Commodity Line Description:** CO 5 Accounting Technician II - Jeffrey Lunsford

**Extended Description:**

Change Order 5  
Accounting Technician II Temporary Staffing - BPH Finance

Jeffrey Lunsford- Estimated regular hours - 1656 hrs x \$21.00 = \$34,776.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
34	80111605	1600.00000	HOUR	\$21.0000	\$33,600.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-05-11	2024-02-09				

**Commodity Line Description:** CO 6 Accting Tech II - Alexandra Taylor

**Extended Description:**

Change Order 6  
Accounting Technician II Temporary Staffing - BPH Finance

Alexandra Taylor - Estimated regular hours - 1600 hrs x \$21.00 = \$33,600.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
35	80111605	1536.00000	HOUR	\$21.0000	\$32,256.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-05-23	2024-02-09				

**Commodity Line Description:** CO 7 Accting Tech II - Laura Taylor

**Extended Description:**

Change Order  
Accounting Technician II Temporary Staffing - BPH Finance

Laura Taylor - Estimated regular hours - 1536 hrs x \$21.00 = \$32,256.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
36	80111605	1536.00000	HOUR	\$21.0000	\$32,256.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-05-23	2024-02-09				

**Commodity Line Description:** CO 7 Accting Tech II - Janay Stockton

**Extended Description:**

Change Order 7  
Accounting Technician II Temporary Staffing - BPH Finance

Janay Stockton - Estimated regular hours - 1536 hrs x \$21.00 = \$32,256.00



Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
37	80111605	1536.00000	HOUR	\$21.0000	\$32,256.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-05-23	2024-02-09				

**Commodity Line Description:** CO 7 Accting Tech II - Erin Mattocks

**Extended Description:**

Change Order 7  
Accounting Technician II Temporary Staffing - BPH Finance

Erin Mattocks - Estimated regular hours - 1536 hrs x \$21.00 = \$32,256.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
38	80111605	2280.00000	HOUR	\$21.0000	\$47,880.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-02-10	2024-02-09				

**Commodity Line Description:** CO 8 Accting Tech II - Laura Rader

**Extended Description:**

Change Order 8  
Accounting Technician II Temporary Staffing - BPH Finance

Laura Rader - Estimated regular hours - 2280 hrs x \$21.00 = \$47880

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
39	80111605	1448.00000	HOUR	\$21.0000	\$30,408.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-06-26	2024-02-09				

**Commodity Line Description:** CO 9 Accting Tech II for BSS - Laurie A. West

**Extended Description:**

Change Order 9  
Accounting Technician II Temporary Staffing - Bureau of Social Services

Laurie West - Estimated hours - 1448 hrs x \$21.00 = \$30,408.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
40	80111605	1352.00000	HOUR	\$21.0000	\$28,392.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2023-07-13	2024-02-09				

**Commodity Line Description:** CO 10 Accting Tech II for BSS - Melanie Jackson

**Extended Description:**

Change Order 10  
Accounting Technician II Temporary Staffing - Bureau of Social Services

Melanie Jackson - Estimated hours - 1352 hrs x \$21.00 = \$28392.00

**Carroll, Shelly D.**

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**From:** Webb, Elizabeth A <elizabeth.a.webb@wv.gov>  
**Sent:** Wednesday, June 28, 2023 10:42 AM  
**To:** Carroll, Shelly D.  
**Subject:** Change Order to CDO

**CAUTION:** This email originated from a sender external to Express. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you suspect this email could be phishing, please report it by using the "Report Message" button at the top of your screen.

Pursuant to CMA 0506 HHR2000000007, DHHR seeks one additional Accounting Technician II staff in the Bureau for Social Services with an effective date of 7/13/23. This position will fulfill a 40 hour work week and may include overtime. The position is expected to last at least through February 9, 2024. As per the contract, please provide DHHR with a response of an available staff person within 48 hours of receipt of this request.

If you have any questions, please do not hesitate to contact me.

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Elizabeth A. Webb  
Finance  
One Davis Square, Suite 403  
Charleston, West Virginia 25301  
E-Mail Address: [Elizabeth.A.Webb@wv.gov](mailto:Elizabeth.A.Webb@wv.gov)  
Telephone (304) 352-6667 (New)

OK Kimberly Jobe  
Approved  
Shelly Carroll

**Melanie LaTease Jackson**

**Skills & Experience Profiles**

- Under 1 year experience in Accountant - A/P Accounts Payable
- Under 1 year experience in Accountant - A/R Accounts Receivable
- Under 1 year experience in Administrative Assistant/Secretary
- 1 to 2 years experience in Answer 1-4 Phone Lines
- 5 or more years experience in Assembly/Production Line Worker
- Under 1 year experience in Banquet Server
- 1 to 2 years experience in Cashier - Retail
- 1 to 2 years experience in Clerical - File Clerk
- 5 or more years experience in Customer Service Representative
- 5 or more years experience in General Laborer
- 1 to 2 years experience in Housekeeper
- 1 to 2 years experience in Office Manager
- Under 1 year experience in Phlebotomist / Phlebotomy
- 1 to 2 years experience in Pick and Pack
- 1 to 2 years experience in Receptionist - Other
- 1 to 2 years experience in Software - Microsoft Excel
- 1 to 2 years experience in Software - Microsoft PowerPoint
- 1 to 2 years experience in Software - Microsoft Word
- 1 to 2 years experience in Software - QuickBooks
- 1 to 2 years experience in Telemarketer

**Work History**

- **Workforce Wv**  
From 04/2021 To 06/2023  
Job Title: Accountant II  
Duties: invoice processing and travel reimbursements
- **Basic Supply Co Inc.**  
From 10/2019 To 11/2020  
Job Title: Office Assistant / Office Manager  
Duties: Bank deposits, answering & directing calls, accounts payable/receivable, filing, copying, sales and collections
- **Manpower / State Capital**  
From 04/20 To 05/20  
Job Title: Clerical Assistant  
Duties: answering and directing calls, assisted with filling and resolving issues on claims

**Education & Training**

**High School**  
Obtained high school diploma.

**Undergraduate/Graduate School**

- AS in Accounting
- BA in Accounting