

Kate Prophet

Seattle, WA

katlynprophet@gmail.com

206-422-1552

Authorized to work in the US for any employer

Work Experience

Accounting Specialist

Harley Marine Services - Seattle, WA

January 2019 to Present

Accounts receivable, billing specialist. Includes passing through port charges, calculating demurrage, producing and manipulating reports in Excel, using Dynamics (alternative to Quickbooks), using Microsoft Office, interacting with dispatch, and communicating with clients throughout the maritime industry.

Production Assistant, 1 year

UviaUs - Seattle, WA

June 2017 to Present

Frequent use of technology, communications with logistics contractors, and quality control.

Security Guard

Security Industry Specialists - Seattle, WA

January 2016 to March 2017

Duties included roving buildings, communicating with Control, clearing alarms, assisting guests.

Pharmacy Assistant

Key Compounding Pharmacy - Federal Way, WA

December 2011 to June 2015

Customer service and administrative role communicating with patients and physicians, answering phones, reporting inventory, building customer relations and creating solutions in cases needing exceptional service with ingenuity. Realized several process improvements detailed in letter of recommendation from Heejoo Park, CEO of Key Compounding.

Accounting Assistant

HMS

December 2010 to December 2011

Duties included data entry, filing, management of databases, and compiling reports for accounts receivable and payable.

Education

Associates of Arts in Business

Highline Community College - Des Moines, WA
June 2017

Diploma

Todd Beamer High School - Federal Way, WA

Skills

- Accounts Receivable