

Heather Becnel

522 Rienzi Drive, Laplace, Louisiana 70068

EDUCATION

2007 Graduate of Riverside Academy
Reserve, Louisiana
Degree: High School Diploma

2010 Graduate of Louisiana Technical College
Reserve, Louisiana
Degree: Accounting Technology

EMPLOYMENT

2008-Present Environmental Engineering Services, Inc. LaPlace, Louisiana
Administrative Assistant/Accountant
Assistant to Owner and Engineers in technical reports and
specification preparation
Data Entry
Bookkeeping and Payroll
Answer Telephones
Responsible for Incoming and Outgoing Company Mail

2006-2008 Hunter Medical Systems, Inc. Kenner, Louisiana
Data Entry Clerk
Data Entry
Answered Telephones
Responsible for Incoming and Outgoing Company Mail

SKILLS

Knowledge of QuickBooks Pro, Microsoft Office, 10 Key, Adobe Acrobat, Can type 70
Words per Minute, Office Procedures, Filing