# JOSEPH C. ANDERSEN

1258 Andersen Rd, Arbon, Idaho 83212
Phone: (801) 368 9665 E-Mail: joeandersen71@gmail.com

## OBJECTIVE

Seeking a position to use and expand my abilities and skills, and obtain substantial experience in different aspects of the business and bilingual professions.

## EXPERIENCE

Financial Tracker HJ Heinz Co. Pocatello, ID

*2006-2007*

- Tracked money for all multi-million dollar capital projects.
- Maintained files of all purchase orders, invoices and documentation with regards to financial status of projects.

Intern Del Monte Foods Inc Modesto, CA

*Summer 2006& 2007*

- Created operational procedures, documentation, performing machine operator training, tracking and reporting line performance metrics, and identifying and documenting preventative maintenance routines. Implementation of Lean manufacturing concepts.

Bookkeeper Boulder Engineering Pocatello, ID

*2005-2006*

- Perform all functions of accounts receivable, accounts payable, payroll, billing, taxes and all other financial responsibilities.
- Provide financial and accounting information and status to management.

Interpreter/Billing Clerk Parrish Law Office Pocatello, ID

*2005-2005*

- Perform all the responsibilities of entering information and sending out all bills to clients.
- File all necessary documents in appropriate files.
- Interpret and translate for Hispanic clients, whether over the phone or in person.

## EDUCATION

Bachelor of Business Admin Idaho State University Pocatello, ID

- Projected graduation date: July 2008

## SKILLS

- Fluent in speaking, reading and writing Spanish.
- Bronze Certification in LEAN Manufacturing
- Proficient in Microsoft Word, Excel, PowerPoint, and QuickBooks.
- 10-Key