

Harriet C. King

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Diversely experienced computer & customer help expert enthusiastic to support my employer's success with my interwoven skill set. I am that rare extrovert geek and my only ambition is to be productive, efficient, and a great teammate.

Expert at office and accounting software	Professional communication skills
Helpful & patient assistance to diverse people	Bookkeeping and payroll
Excellent independent problem solving	Love to organize and document
Effective teacher	Software and website developer
Technical copy editing and formatting	Case Manager
Responsible and confidential	Certified Mental Health First Aid

OFFICE | Case Management and Accounting

Case Manager Michigan Works, Hancock MI 2019 – Present
Talent Specialist assisting job seekers to overcome barriers to employment

- Extensive understanding of government policies, procedures, and software
- Tutoring work skills, job search, computer use, and creating success for customers
- Successfully applied best communication practices with diverse people

Bookkeeper & Receptionist Great Lakes Accounting, Houghton MI, three years
Managing diverse confidential clients' bookkeeping, payrolls, employer taxes, reconciliations...

Coordinator Michigan Technological University, Houghton MI, two years
Technical copy editing and formatting of theses, dissertations, and professional articles.

Cost Accountant Blue Cross Blue Shield, Durham NC, three years
Analyzed, streamlined, and maintained cost accounting workflow

Payables Supervisor and Payroll Seaboard Paper, San Francisco CA, two years
Payroll and warehouse purchasing supervising three data entry staff

COMPUTER | Software Developer and Computer Services

Owner/Tutor Harriet the Helper, Houghton MI, five years
Troubleshoot and solve client issues with computers; create & manage business

Software Engineer Plastic Flow LLC, Houghton MI, three years
Designed, implemented, tested, & deployed 3-D interactive graphics software for manufacturing

Software Developer Consistacom Inc, Houghton MI, four years
Implemented & supervised rollouts and maintenance on global IP call flow management systems

TEACHING | Business, Math, Ethics, Computer, Music, Art

Adjunct Faculty Finlandia University, Hancock MI, five years
BUS125 Business for Artists, MAT146 Geometry for Artists, ARD240 Digital Modeling

Adjunct Faculty Michigan Technological University, Houghton, MI, one year
CS3000 Ethical and Social Aspects of Computing

EDUCATION

MS Computer Science	Michigan Technological University, 2012
BS Computer Science	Michigan Technological University
MEd Art Education	University of North Carolina at Greensboro
BA Studio Art	University of California at Berkeley

Publications, Awards, Volunteer Leadership, and References available