

**Susan M. Goss**  
**SGoss@iarii.org**

**Employment History:**

10/02-Present

Administrative Assistant

Int'l Archaeological Research Institute, Inc., Honolulu, HI

Business Office duties include assisting with payroll, accounts payable and receivable, financial records maintenance, and human resources management. Coordinates field housing, transportation, and travel arrangements. Responsible for field supplies procurement. Provides clerical support to IARII staff and assists with report production.

Contact: J. Stephen Athens, General Manager (808) 946-2548 ext.103

1/99-10/02

Housewife

Honolulu, HI

Stayed at home with newborn

3/88-12/98

Project Accountant

Hawaiiana Management Company, Honolulu, HI

Handled various components of maintenance fee collections for approximately 25-30 condominiums. Ran monthly, quarterly and annual reports. Inputting of accounts for general ledger. General correspondence to owners.

Contact: Rudy Pablo, Senior Accountant (808) 593-6845

9/83-3/88

Customer Service

Budget Rent-A-Car, Honolulu, HI

Researched and handled various components of customer service. Assisted in filing and sales. Ran monthly and quarterly analysis reports for the Comptroller.

Receptionist Relief.

Contact: Art Wong, Comptroller (808) 838-2221

**Skills:**

Peach Tree Accounting Software

Microsoft Excel

Microsoft Word

Avgar

BJ Murray

10 key by touch

Type approximately 55 wpm

**Education:**

Aiea High School, Aiea, HI

High School Diploma

Major Courses: Business