

**GAIL BELLCAMP**  
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Helena, MT 59624  
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**PROFESSIONAL ACCOMPLISHMENTS AND HIGHLIGHTS:**

(list key words, clearances, and distinguishing characteristics here)

**EXPERIENCE**

**Accounting Clerk I, Helena College of Technology. February 2006 to present.**

- Maintain accounts payable and receivable, general ledger, and payroll for an operations budget of \$700,000.
- Implement new ledger process and management procedures that save employee and management time.

**Machine Forming Operator. ABC Company, September 2000 to January 2006.**

- Read complex blueprint specification to assemble, install, and align dies in press.
- Inspected work for conformance to specifications and made necessary adjustments.
- Received Zero Percent Error Award, 2001, 2002.

**Machine Tool Cutting Operator. ABC Company, March 1997 to September 2000.**

- Observed, regulated and controlled all phases of operation.
- Planned work process and sequence of operations using blueprints and layouts.
- Set up and operated automated cutting machine to cut metal stampings.

**Set-Up Operator. ABC Company, February 1995 to March 1997.**

- Monitored gauges and dials to assure machines ran properly.
- Set up and operated a variety of machine tools, such as lathes, milling machines, and drill presses, on a custom basis.
- Performed routine maintenance, decreasing breakdowns by 40%.

**EDUCATION**

Associate of Applied Science, Accounting Technology.  
July 2003 to December 2005.  
Montana State University, Billings, MT.

**COMPUTER SKILLS**

Microsoft Office, including Excel, Word, and PowerPoint.