

Jessica Claire

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SUMMARY	<ul style="list-style-type: none">Capable Accountant with strong work ethic. Successful at managing multiple projects and consistently meeting deadlines under pressure.
HIGHLIGHTS	<ul style="list-style-type: none">Complex problem solvingAccount reconciliation expertStrong organizational skillsFlexible team playerSuperior research skillsExcellent Communication skills
EXPERIENCE	<p>ACCOUNTANT 04/2012 to CURRENT</p> <p>Alliant Fort Worth, TX</p> <ul style="list-style-type: none">Manage student activity, grant, and special revenue accountsPrepare and record journal entries, Reconcile District Bank AccountsPrepare quarterly financial reports, Analyze and interpret financial dataAccounts Payable and Accounts Receivable <p>ADMINISTRATIVE ASSISTANT 09/2011 to 03/2012</p> <p>Truist Financial Corporation Concord, NC</p> <ul style="list-style-type: none">Process employee payroll and reconcile payroll issuesRecord bank deposits and reconcile bank statementsAccounts payableServe as Code Compliance ClerkCreate, publish, and post the Public Access Ads on the municipal cable Ad channel systemPerform clerical duties such as answering phones, taking messages, scheduling appointments, filing, and receiving mail <p>LEASING AGENT 05/2008 to 02/2011</p> <p>Karya Property Management Phoenix, AZ</p> <ul style="list-style-type: none">Leased luxury apartmentsprepared and presented lease contracts, audit resident files and correct errorsManage front office, clerical duties, marketingData entry of rent payments and vendor invoicesConduct move-out inspections and assess charges <p>REALTOR 2007 to 2009</p> <p>Windermere Real Estate Evergreen, CO</p> <ul style="list-style-type: none">Licensed Independent Contractor, working for buyers and sellers of real estateShow homes, hold open houses, market properties, prepare and negotiate contracts, aid clients through the process of buying and selling a homeWork intimately with Title and Mortgage companiesSolve and correct errors and problems that may arise during a transactionParticipate in ongoing professional training to maintain Texas state licensing requirements <p>SENIOR TELLER OFFICER 02/2004 to 04/2008</p> <p>Security Service Federal Credit Union City, STATE</p> <ul style="list-style-type: none">Supervise bank tellers and perform teller dutiesCount and balance teller drawers and cash dispensesRetrieve and enter night deposits and ATM transactionsWork in money vault area, scan and balance checks, order cash, money orders, and traveler checksBalance vault, compose reportsOpen and close service center, secure vault areasAudit teller packets for errors and recover outagesWrite up quarterly employee evaluationsWork in member services opening and maintaining customer accounts <p>EDUCATION 2013</p> <p>Bachelor of Science Accounting University of Houston at Clear Lake, Houston, TX Member of the National Society of Leadership</p> <p>ADDITIONAL INFORMATION</p> <ul style="list-style-type: none">Very familiar with Microsoft Office, Word, Excel, OutlookExperience with Peachtree, Quickbooks, and Skyward accounting programsType 40 WPM