

# Jessica Claire

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

## Professional Summary

Detail-oriented Bookkeeper with financial reporting and regulatory compliance expertise. Managed bookkeeping services for **Number** private clients and consistently adhered to complex standards. Exceptional bookkeeping, reporting and communications skills enabled impressive results.

Detail-oriented Bookkeeper well versed in payroll, accounts payable and accounts receivable functions. Excelled in corporate bookkeeping services delivery and learned new technologies to improve efficiency. Impressive accounting and communications skills leading to desirable outcomes.

Quality-driven Pawn Broker with proven record of excellent job performance. Manages projects at each stage with diligent and attentive approach, carefully checking details and testing assumptions. Skilled in training personnel in principles and practices.

## Skills

- Federal Regulation Compliance
- Financial Recordkeeping
- Accounts Payable and Receivable
- Bill Payment and Recordkeeping
- 20+ years of customer service experience
- Literate in computer software programs such as, Microsoft Word, Bravo, Compupawn, MAC OS, multi windows environment programs.
- Type 30 words per minute
- Researching, troubleshooting, technical support, financial advisory
- Cash and money handeling and distribution
- Knowledge of hydraulic motors and assembly

## Work History

**Banking Bookkeeper**, 02/2022 to 06/2022

**Applied Medical Technology, Inc.** – Atlanta, GA

- Maintained and processed invoices, deposits and money logs.
- Completed payroll for employees and maintained detailed records of procedures.
- Tracked expenses and income for businesses while organizing and maintaining bank statements for checking accounts.
- Reviewed and filed financial documents, coded accounting entries for data processing and posted daily receipts in accordance with all corporate protocols.
- Reviewed transfer logs and logged accuracy of the Safety Depost Vault, as well as logging the amounts of the teller drawers.
- Proofread checks and deposits for accuracy as well as the accuracy of checking and savings accounts of businesses and personal accounts.
- Managed money transfers of accounts between Multiple account destinations.
- Answered phone inquiries as well as transferring phone calls to Managers, Superiors, Seniors, Supervisors and Brass.

**Pawn Broker**, 10/2019 to 06/2021

**America’s Pawn** – City, STATE

- Answered inquiries and provided information to sales representatives, distributed appropriate paperwork and fulfilled quote requests to deliver excellent customer.
- Advised clients on policies and procedures as well as item conditions to identify successful properties and promote customer satisfaction.
- Reviewed stop-loss reporting to customer accounts and complied with policies and procedures for release of information.
- Complied with ATF policies as well as Federal Background Checking procedures and the Oklahoma ATF gun laws.
- Arranged for inspections and surveys of sold, bought, and loaned properties.
- Developed and maintained strong knowledge of multiple products and varying levels of benefits within each product.
- Sold high volume of properties in short timeframes to exceed quotas and maximize business revenue.
- Obtained agreements from property owners to place properties for sale with Our establishment.
- Prepared contracts and related documentation according to strict standards.
- Conducted research to answer questions and handle issues using multiple systems and resources.
- Developed advanced product knowledge to share current information while generating and delivering products quotes to customers.
- Fostered positive business relationships to promote continued interest in our products and services.
- Arranged sales between buyers and sellers, acting as representative for Each party.
- Investigated resources of potential buyers to determine pay expected costs.
- Oversaw contract performance with preferred partners by managing override payment, performance and projection.
- Planned and led improvements to stop-loss delivery and distribution.
- Performed promissory agreements in the form of associated loan terms.
- Performed cash handling duties such as local cash handling control.
- Located and stocked items and performed inventory of stock and property of customers.

**Order Puller**, 08/2021 to 10/2021

**Fanatics** – City, STATE

- Checked each order for completeness and accuracy.
- Checked inventory and selected products from specific locations based upon availability.
- Alternated goods in inventory by observing first-in and first-out approach to keep shelves organized and properly stocked.
- Reduced fulfillment errors by using RF scanners to quickly pick items to proper bins.
- Operated a Baler Machine to properly dispose of box waste and to make Bale of waste for better disposal.
- Fulfilled Customer orders In an orderly and efficient manner by examining the stock number and location before sending order to shipment

## Education

**High School Diploma**: 05/2003

**Little Axe High School** - Norman, OK