

# JESSICA CLAIRE

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## SKILLS

- Generally Accepted Accounting Principles
- General Ledger
- Financial Reporting
- Budgeting
- Monthly End Reports
- Account Reconciliation
- Forecasting & Budgeting
- Financial Management
- Administrative support
- Payroll Process
- Bookkeeping
- Balance Sheet

## EDUCATION

Instituto Comercial Panama  
Panama, Panama • 1984

*High School:* Accounting

Universidad De Panama  
Panama, Panama • 1992

*Associate of Business Administration:* Business/  
Accountng

American InterContinental University  
Schaumburg, IL • 2017

*BBA:* Accounting

## PROFESSIONAL SUMMARY

Emerging accounting professional ready to develop career foundation with expanding operation as an Staff Accountant. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP knowledge.

## WORK HISTORY

### American Electric Power - Accountant

Charleston, WV • 12/2011 - 05/2020

- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping
- Modified comprehensive financial reporting package to reflect growing organizational complexity
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments
- Managed entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions
- Coordinated bookkeeping activities in QuickBooks including invoicing and accounts payable
- Maintained full AR compliance for business turning over \$250,000.00 in revenue per year
- Enhanced budget administration by reviewing AR and financial reports, leveraging knowledge to strengthen controls and improve transparency
- Generated financial statements and facilitated account closing procedures each month
- Proactively researched technical tax issues related to consulting projects
- Reduced annual tax adjustments by 25% through better financial control
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms
- Reduced annual tax adjustments by 25% through better financial control
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.

### Iap Worldwide Services - Business Owner

Southern, FL • 01/2018 - 04/2020

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments
- Performed advanced reviews of business operational trends and expected obligations to prepare accurate forecasts
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations
- Oversaw business budget planning and administration, accounting functions, purchasing and bi-weekly payroll to handle financial needs
- Streamlined bar operations and budgeted effectively to decrease spending 25%
- Determined best courses of action for bar restaurant industry based on regional market trends and demands
- Evaluated suppliers by assessing quality, timeliness and compliance of deliveries to maintain tight cost controls and maximize business operational efficiency
- Made over \$25,000.00 in five months after starting New JB in January 2018 for Restaurant-Bar services
- Promoted business via social media to generate leads and maximize brand identity
- Maintained up-to-date administrative records to monitor operational conditions
- Exceeded sales goals by 34% through effective employee management
- Consulted with customers to assess needs and propose optimal satisfaction solutions

### Breakthru Beverage Group - Technician

Mesa, AZ • 02/2006 - 09/2011

- Increased customer satisfaction by resolving all their issues regarding their cases
- Worked with variety customers to understand needs and provide best service
- Maintained excellent attendance record, consistently arriving to work on time
- Interviewed applicants and explained scope of different available benefits
- Reviewed applications for different aid programs and determined which qualification criteria for individuals
- Followed guidelines when reviewing applicant data to determine eligibility for economic assistance
- Scheduled appointments with applicants to gather information and explain benefits processes
- Communicated with people from various cultures and backgrounds on application process
- Managed processing of all benefits applications, including those for financial assistance and food stamps
- Documented all communication with applicants and inputted information into system using CBMS
- Completed all job reports and logs immediately following service calls
- Maintained quality assurance and customer satisfaction objectives
- Inputted all gathered information and researched data on applicants into computer system using CBMS
- Used CBMS and Spreadsheets to maintain over 1,500 candidate files and file notes

### MWR-Army - Finance Associate

City, STATE • 04/2003 - 06/2006

- Provided support in budget preparation and contract development
- Gathered and collected all financial information for business and verified accuracy in system
- Evaluated office processes, making suggestions to improve efficiency
- Applied understanding of tax code to conduct financial reviews and prepare documentation for external auditors
- Processed payments to vendors and assisted with other accounts payable and receivables tasks
- Created and verified invoices
- Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance
- Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information
- Oversaw accounts payable and receivable transactions
- Collaborated with other departments to align quarterly financial goals, resulting in 24% cost-reduction