

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105  
(555) 432-1000 - resumesample@example.com

## PROFESSIONAL SUMMARY

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Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## SKILLS

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- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

## WORK HISTORY

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03/2019 to Current **Accountant**

'Ike Group – Honolulu, HI

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Strengthened financial management processes to bring errors to near-zero in reporting, ancillary products administration and general bookkeeping.
- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
- Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.
- Evaluated and improved accuracy and completeness of daily reports of financial records to boost regulatory compliance.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Drove client satisfaction by identifying maximum adjustments, deductions and credits.
- 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.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.

01/2019 to Current **Treasurer Volunteer**

Interface, Inc. – Washington, DC

- \* Prepare quarterly and annual compliance certificates
- \* Outline and communicate departmental strategy
- \* Drive technological changes to facilitate operational improvements
- \* Identify and develop innovative strategies for payment handling, checks and cash payments
- \* Draft & finalize every months financial summaries and corporate fillings
- \* Help & develop strategies for capital and risk management
- \* Report to executive level regarding weekly cash position and expenditures
- \* Create board and committee presentations
- \* Lead weekly working group calls to identify and strategize issue resolutions
- \* Initiated and executed innovative & effective fundraising ideas to raise money for school, conducted the fundraisers themselves to ensure that they were successful
- \* Delegated responsibilities and duties among all the other board members
- \* Review & data maintained for all documents for accuracy, quality, compliance

01/2016 to 03/2019 **Personal Financial Assistant**

In Touch Credit Union – City, STATE

- \* Developed policies and procedures and best practice checklist to meet crucial deadlines requested. Gathered, verified and uploaded proper data for process with the understanding of appraisals, funding, title and credit report.
- \* Cleared to close in accordance with company, investor and federal guidelines for compliance with respect to consumer disclosures.
- \* Worked in conjunction with loan officers, processors and underwriters to coordinate the resolution of all closing related investor suspense issues.
- \* Generated closing packages, ensure their proper execution post-close and confirm that all conditions have been met prior to granting funding authorization.
- \* Regularly achieved the highest volume of closed loans in dept. assignments include scheduling closing, ordering payoffs, verifying employment.
- \* Building vesting, closing purchases, closing refinances, checking legal descriptions, verifying that parcel numbers were correct.
- \* Recognized monthly for consistent highest production level exceeding goals for the whole closing team.
- \* Acted in full compliance with Bank policy and external regulations to protect company's assets.

01/2013 to 01/2016 **Account Executive**

Allstate Insurance – City, STATE

- Entrepreneurial Allstate agent with a history of surpassing customer and employer expectations. Leverage consultative-sales strengths to identify opportunities, nurture relationships and close deals.
  - Dedicated and tenacious sales expert, with a reputation for consummate professionalism and exemplary ethics. Remain current on the latest trends in the industry, with comprehensive knowledge of financial and insurance products, services and best practices.
  - Passionate leader, skilled at building top-performing teams focused on impeccable service delivery and accountability for goal achievement.
- \* Acquired the administrative agent/producer position to assist the organization in fulfilling their work commitments in which the skills and knowledge attained can be fully utilized for the better of the company as well as its employees, investors, and customers.

## EDUCATION

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04/2002

**Master of Science: STATISTICS**

UNIVERSITY oF BURDWAN - WEST BENGAL, INDIA