

# Jessica Claire

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## PROFESSIONAL SUMMARY

Highly efficient [Type] professional with exceptional documentation management skills and process development expertise. Skill working with accounting software programs, including [Software]. Driven and enterprising people-person with attentive nature and in-depth [Industry] experience. Focused Account Specialist with [Number] years of experience. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive account reconciliations. Detail-oriented Account Assistant knowledgeable about [Industry] practices and clerical support needs. Focused on offering first-rate administrative assistance to facilitate smooth department operations.

## SKILLS

- Advanced bookkeeping skills
- Intuit QuickBooks specialist
- Audit coordination
- Account reconciliation specialist
- Accounts payable and receivable
- Self-motivated professional

## WORK HISTORY

**ACCOUNTANT** 01/2013 to CURRENT

**Anne Carlsen | Fargo, ND**

- Managed, tracked and monitored financial updates, watch lists and insurance files.
- Maintained and processed invoices, deposits and money logs.
- Analyzed budgets, financial reports and projections for accurate reporting of financial standing.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Collected and arranged financial information and entered details into [Software] financial management system.
- Verified over \$[Amount] of cash and credit payments daily.
- Collaborated with [Job title]s to ensure full compliance with governing bodies and limit regulatory risks.
- Upheld strict confidentiality protocols with all client details and tax return information.
- Prepared and filed [Type], [Type] and [Type] tax forms for commercial and individual clients.
- Organized and carried out efficient month-end, quarterly and year-end processes.
- Distributed more than \$[Amount] in funds each week between business units.

**CORPORATE PROVIDER CONSTRUCT COORDINATOR** 10/1997 to 01/1XXX

**Group Health Cooperativ | City, STATE**

- Operated with high integrity, built trust, and earned sustained credibility with internal and external clientele.
- Developed, updated and maintained database of existing and potential customers in [Software].
- Managed and archived quality documentation and participated in internal and external quality audits.
- Led [Type] team in delivery of [Type] project requiring close cooperation among members to share information and develop solutions to meet broad array of deliverables.
- Implemented brand and demand strategies to meet revenue targets for business services and products.

**CLAIMS ANALYST/COMPUTER SUPPORT SPECIALIST** 08/1989 to 09/1997

**Associated Industries Of The Inland Norrthwest | City, STATE**

- Viewed reports regularly to make sure processing was conducted efficiently.
- Prepared claims through careful research, application of [Type] knowledge and [Skill] and [Skill] abilities.
- Maintained strict confidentiality with all personal data as per company guidelines.
- Identified key areas not performing well and implemented effective, new processes.
- Delivered exceptional customer service to policyholders by communicating important information and patiently listening to all issues.
- Documented all information gathered field and uploaded data to company database for efficient processing using [Software].
- Developed system of staff communication, enabling quicker implementation of treatment plans and improved comprehensive patient care.
- Managed caseload of 20 clients, providing education, treatments, IV therapy, venipuncture and wound care.

## EDUCATION

**Bachelor of Arts | Organizational Management** 05/2012

**Whitworth University, Spokane, WA**

**Associate of Arts**

**Spokane Falls Community College, Spokane, Washington**

**High School Diploma** 06/1988

**Joel E. Ferris, Spokane, Washington**

## ACCOMPLISHMENTS

- Collaborated with team of [Number] in the development of [Project name].
- Documented and resolved [Issue] which led to [Results].

## ADDITIONAL INFORMATION

- Critical thinking –analytical abilities and critical thinking skills ake unbiased patient evaluations and assessments
- Outstanding Interpersonal skills – Ability to be patient and put internal and external/clients at ease to create strong working relationship and team approach to overcoming obstacles.
- Communication skills – Strong verbal and written communication skills to communicate effectively
- Research skills – because vocational rehabilitation counselors help patients find training programs\_\_\_\_\_ and job opportunities, strong research skills are an essential component of this career
- Computer skills –Cmputer skills to enter information into patient files, fill out insurance forms, and perform research