

# Jessica Claire

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## SUMMARY

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

## SKILLS

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

## EXPERIENCE

**ACCOUNTANT** 01/2018 to 05/2022

**Avient | Romeoville, IL**

- Examined financial statements and income statements to review company's financial performance.
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Collected and assembled financial data to analyze costs on year-to-year basis relative to fiscal planning and budgeting activities.
- Examined budget estimates for completeness, accuracy and conformance with procedures and regulations.
- Completed budget plans for approval and submission by managerial staff.
- Conducted statistical analyses to determine trends and significant changes and wrote narrative reports explaining findings.
- Analyzed monthly department budgeting and accounting reports to maintain expenditure controls.
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
- Interacted with internal and external auditors to help complete audits and resolve issues.
- Calculated and prepared checks for utilities, taxes and other payments.
- Managed accounts payable, accounts receivable, bank reconciliations and payroll function.
- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Developed and implemented cost and budget processes to ensure budget control and accurate forecasting.
- Managed payroll processing and changes for [Number] employees.
- Prepared P&L reports and financial statements for review by management.
- Managed employee benefits and allowances
- Tracked income and expenses for business using accounting software.

**SACIES ASSOCIATE** 11/2015 to 01/2018

**Lumber Liquidators, Inc. | Swansea, MA**

- Collected payments and provided accurate change.
- Completed daily recovery tasks to keep areas clean and neat for maximum productivity.
- Helped customers find specific products, answered questions and offered product advice.
- Sold various products by explaining unique features and educating customers on proper application or usage.
- Built and maintained relationships with peers and upper management to drive team success.
- Engaged customers in friendly, professional dialogue to determine needs.
- Answered product questions with up-to-date knowledge of sales and promotions.
- Worked with fellow sales team members to achieve group targets.
- Engaged positively with each customer, providing professional and polite support for sales and service needs.
- Replaced and adjusted signs to reflect different products and promotional prices.

**HOUSEKEEPER** 06/2013 to 10/2015

**Oakwood Worldwide | San Antonio, TX**

- Kept facilities in good condition through regular upkeep, cleaning and preventive maintenance.
- Supported team operations by keeping supplies well-stocked and stations ready for guest service.
- Assisted guests by promptly handling conflicts, requests and concerns.
- Greeted and assisted guests entering facility to provide general information and answer questions.
- Resolved guest complaints and coordinated responses to individual needs.
- Vacuumed floors and dusted furniture to maintain organized, professional appearance.
- Employed deep-cleaning techniques for areas in need of additional sanitation.
- Removed finger marks and smudges from doors, frames and glass partitions to enhance shine.
- Moved beds, sofas and small furniture to wipe down baseboards and remove dust and dirt from hard-to-reach areas.
- Emptied wastebaskets and disposed of soiled linens in guest rooms to reduce spread of germs and enhance freshness.
- Used cleaning chemicals following proper guidelines.
- Requested maintenance orders to fix non-working equipment and address room damage.
- Performed linen washing, dishwashing, vacuuming, dusting and mopping.
- Observed sanitation and exposure guidelines, maintaining internal protocols to minimize possibility of on-site infections.
- Followed safety procedures when handling materials and discarding waste.
- Complied with regulations regarding hazardous chemicals storage and disposal, depositing empty containers in appropriate receptacles.
- Reported incidents of property damage to [Job title], documenting destruction for loss prevention purposes.
- Replenished drinking glasses, writing supplies and other hotel amenities to provide elements of comfort and convenience for guests.
- Wrote shift reports detailing housekeeping activities, room vacancies and timekeeping data.

**LIVE COOK** 09/2012 to 06/2013

**Confederated Tribes Of Coos, Lower Umpqua, And Siuslaw Indians | Florence, OR**

- Kept stations stocked and ready for use to maximize productivity.
- Carried pans and trays of food to and from work stations, stove and refrigerator.
- Followed proper food handling methods and maintained correct food temperature for high scores on health inspections.
- Restocked food items throughout shift to prepare necessary ingredients for cooking and timely service.
- Maintained hygienic kitchen with regular mopping, disinfecting workspace and washing utensils and glassware.
- Set up and performed initial prep work for soups, sauces and salads.
- Followed proper food handling methods and maintained correct temperature of food products.

## EDUCATION AND TRAINING

**High School Diploma** 06/2012  
**Martin Luther King High School, Riverside, CA**