

Jessica Claire

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SUMMARY 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**
- Timely
 - Fast-learner
 - Proficient in Microsoft Office
 - Highly analytical
 - Thrives under pressure
 - Patient
 - Valued team player
 - Organized

INTERESTS Buffalo Creek Golf Club, Rockwall, TX May 2012-August 2012 *Maintain golf carts and driving range

EDUCATION AND TRAINING

Accounting DECEMBER 2017

Texas A&M University-Commerce, Commerce, TX

Graduate GPA: 3.58

BEA | Accounting AUGUST 2015

Baylor University, Waco, TX

Accounting GPA: 3.0 GPA: 3.28

EXPERIENCE

ACCOUNTANT 03/2016 to 03/2018

Abs Group Of Companies | Seattle, WA

- Reconcile bank accounts daily Process accounts payable Maintain general ledgers Create and modify existing Excel documents Maintain and process payroll Maintain accounting system Perform month-end procedures and account reconciliations Create and modify existing journal entries Perform accounting data reconciliations and verifications Prepare and file 1099s, 941s, 940s, W-2s, and C-3s Pay payroll taxes every pay period using the Electronic Federal Tax Payment System (EFTPS) Roll over tax and fiscal years at year-end and perform all closing procedures Organize and prepare files for yearly audit.

OFFICE ASSISTANT 06/2015 to 08/2015

Aspire Public Schools | Modesto, CA

- Answer phone.
- Deliver mail.
- Help professors maintain Excel documents.
- Organize papers for professors.

ASSISTANT 05/2014 to 08/2014

Arcelormittal | Calvert, AL

- Maintain Excel spreadsheets.

ADDITIONAL INFORMATION

- Buffalo Creek Golf Club, Rockwall, TX May 2012-August 2012 Maintain golf carts and driving range Activities/Achievements President's Gold Scholarship Awarded 7,500/year for exemplary academic performance in high school and maintaining 3.0 cumulative GPA in undergrad Zeta Zigma Zamma (20012 - 2015) Mission Trips (2003, 2005, 2006, 2011) Bonaire (2003,2005) - Vacation Bible School helper Santa Gertrudis, Mexico (2006) - Building houses, testimony Victory Ranch; Eastover, South Carolina (2011) - Prepping location for Army retreat, shared testimony with army men

ACTIVITIES AND HONORS