

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Enthusiastic [Job Title] eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of [Task] and [Task] and training in [Skill]. Motivated to learn, grow and excel in [Industry]. Driven student leveraging studies in [Area of study] seeks real-world experience as [Job Title]. Offers strong interpersonal and task prioritization skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Experienced [Job Title] with over [Number] years of experience in [Industry]. Excellent reputation for resolving problems and improving customer satisfaction. Reliable employee seeking [Job Title] position. Offering excellent communication and good judgment.

ACCOMPLISHMENTS

- Supervised team of [Number] staff members.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Achieved [Result] by introducing [Software] for [Type] tasks.

SKILLS

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| <ul style="list-style-type: none">Fixed Assets ManagementCash AnalysisAsset Utilization ReportsERP SoftwareDecision MakingAccounts PayableDocument RecordkeepingJudgement and Decision MakingFlexible and AdaptableAccounting Software SystemsPayroll ManagementCritical Thinking and AnalysisAttention to DetailPositive Team PlayerRelationship BuildingEffective and Professional CommunicationProcessing Checks and InvoicesMicrosoft OfficeFinancial ReportingPersonnel Recordkeeping ReviewFinancial Statements ReviewReport PreparationProblem SolvingPaperwork ProcessingActive LearningAdministrative Oversight | <ul style="list-style-type: none">Employee TrainingGoal DevelopmentTeam Building and LeadershipAuditingFinancial RecordkeepingTime ManagementFiles MaintenanceService-OrientedTask PrioritizationConflict NegotiationTyping and 10-Key EntryWork Organization and PrioritizationSchedule CoordinationWork and Task SchedulingFinancial Data AnalysisBusiness planningCreative merchandisingBusiness administrationNegotiationBudgetingCoaching and mentoringContract ManagementVerbal and written communicationStakeholder ManagementContract NegotiationGoal Setting |
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WORK HISTORY

Accountant, 10/2021 - Current

Anova – Saint Louis, MO

- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Gathered financial information, prepared documents, and closed books.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by associates.
- Brought errors to near-zero in reporting, payroll administration and general bookkeeping.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Improved efficiency of data collection, analysis and modeling to enhance practices and increase customer retention.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Evaluated and improved accuracy and completeness of financial records.
- Reconciled company accounts for credit cards, employee expenses and commissions.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Completed financial reports to inform managers and stakeholders.
- Processed payroll for approximately [Number] total employees.
- Evaluated employee expense reports and verified accuracy.
- Communicated with suppliers to reconcile invoice payments.
- Reviewed general ledger entries and assessed accuracy.
- Maintained accurate and complete documentation for financial department procedures to facilitate new employee training.
- Completed audit papers by thoroughly documenting audit tests and findings.
- Initiated comprehensive account assessments to check viability, stability and profitability of business operations.
- Suggested key budgetary changes to increase company profits.
- Prepared working papers, reports and supporting documentation for audit findings.
- Collected and reported monthly expense variances and explanations.
- Tracked funds, prepared deposits and reconciled accounts.
- Calculated payroll deductions by accurately using [Software] and processed payroll to meet preset requirements.
- Provided journal entries and performed accounting on accrual basis.
- Maintained integrity of general ledger and chart of accounts.

Owner/Designated Broker, 10/2021 - Current

Anova – Winona, MN

- Liaised between property owners and prospective buyers to facilitate purchase and transfer of ownership.
- Established and developed real estate agency, driving recruitment and operational growth.
- Worked closely with clients to facilitate appropriate loans, inspections and credit reports.
- Negotiated real estate contracts to navigate transactions between buyers and sellers.
- Arranged for inspections and surveys of sold properties.
- Compared properties possessing similar features to determine competitive market prices.
- Managed [Number] agents and assisted [Number] potential property buyers to achieve residential goals.
- Generated lists of properties for sale, locations, descriptions and available financing options.
- Obtained agreements from property owners to place properties for sale with real estate firms.
- Sold high volume of properties in short timeframes to exceed quotas and maximize business revenue.
- Advised clients on mortgage and housing conditions to identify successful properties and promote customer satisfaction.
- Collected fees and documented payment processes for property transactions.
- Assisted clients in financial planning for purchase.
- Built and deepened productive relationships with prospective and competitive customers to drive sustained growth.
- Provided clients with price quotes on securities and financial information on corporations issuing select securities.
- Met with members to understand goals and recommend solutions to fit specific needs.
- Collaborated with clients to maintain relationships and provide customers with thorough support and guidance.
- Answered inquiries and provided information to sales representatives, distributed appropriate paperwork and fulfilled quote requests to deliver excellent customer support.
- Accurately processed routine financial transactions such as [Type] for customers.
- Devised cutting edge client solutions using latest data science and web-based technologies.
- Supported businesses setting up joint ventures with investors in [Type] markets.
- Presented financial plans to clients based on analysis of financial status and goals.
- Conceived, built and managed hedging services with [Number]-person team.
- Fostered positive business relationships to promote continued interest in [Type] products and services.
- Gathered customer information and maintained in CRM database.
- Computed total holdings, dividends or commissions to allocate appropriate payments to customers.
- Responded to customer questions and concerns or escalated to supervisor for resolution.
- Educated and worked with clients on ROI terms to find accurate solutions.
- Generated leads from customer referrals, industry trade shows and [Type] sources.
- Corresponded with customers and conferred with coworkers to answer inquiries, discuss market fluctuations or resolve account problems.
- Maintained regular contact with clients to inform about transactions and performance.
- Led cross-departmental and divisional workflows supporting risk management.
- Prepared contracts and related documentation according to strict standards.
- Created and implemented strategic trading approaches, facilitating [Result].
- Worked with clients to develop financial planning strategies and solutions through evaluation of finances.
- Documented customer interactions and relationships using CRM systems.
- Arranged sales between buyers and sellers, acting as representative for [Type] party.
- Met with clients to determine financial objectives and review assets, liabilities, cash flow and other financial information.
- Read financial publications to remain informed about trends affecting market conditions.
- Supported sales, brokers, consultants and underwriters in marketing and sales activities.
- Responded via telephone and email to questions from [Job title] regarding licensing, commissions, website logins and website navigation.
- Recorded supporting documentation for phone calls and written correspondence.
- Researched [Items] thoroughly and kept up-to-date on latest trends in marketplace.
- Completed training programs to remain updated and further develop proficiency of important industry information.

Accountant, 01/2021 - Current

Taher, Inc. – Jackson, MI

- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Gathered financial information, prepared documents, and closed books.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Established QuickBooks accounting system to reflect accurate financial records.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Maintained and processed invoices, deposits and money logs.
- Investigated daily variances and corrected errors to resolve discrepancies.
- Calculated deductions and processed payroll for employees.
- Entered financial information and payments to guarantee accurate and on-time payments for employees and vendors.
- Verified accurate recordkeeping processes, reducing financial inconsistencies.
- Organized and carried out proactive month-end, quarterly and year-end processes.
- Tracked expenses and income for businesses while organizing and maintaining bank statements for checking accounts.
- Completed payroll for employees and maintained detailed records of procedures.
- Monitored, verified and approved invoices and reviewed balances using financial software to assess balance sheet for variances.

Purchasing, 10/2013 - 10/2016

Town Of Gilbert – City, STATE

- Negotiated policies and contracts with vendors to achieve optimal pricing and consistent availability.
- Collaborated with buyers for special events and seasonal promotions to maintain adequate product stock and drive sales.
- Standardized inventory quarterly reporting and analysis and instituted corrective action for close-outs and out-of-stock items to keep inventory records current.
- Maintained consistent email communication with stores and suppliers to confirm and track orders and verify price revisions on purchase orders.
- Negotiated with suppliers, vendors, and other representatives.
- Researched suppliers based on availability, quality, selection, and price.
- Managed vendor purchase order dispatch, delivery and invoicing to set contractual guidelines and maintain budgetary regulations.
- Computed and created purchase orders in [System] to monitor stock levels, verify purchase requisitions and expedite customer orders.
- Maintained and reviewed computerized records of items purchased and costs associated with purchases.
- Determined lowest possible cost, factoring in quality and reliability and negotiated favorable contracts.
- Adjusted procedures as needed to maximize department effectiveness.
- Wrote standard operating procedures for department.
- Tracked inventory shipments and prepared spreadsheets detailing item information.
- Coordinated changes to agreement which might occur during contract lifetime.
- Reviewed quotes from contractors to obtain best pricing and service for organization.
- Created solicitation packages and conducted thorough research for [Job title].
- Oversaw full contract administration processes for over \$[Amount] in yearly service and material purchases.
- Coordinated and attended meetings as company's main contact to review contractual obligations.
- Provided administrative support for several projects valued at \$[Amount].

EDUCATION

Associate of Arts: Business Administration, 01/2012

Ottawa University - Ottawa, KS