

Jessica Claire

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SUMMARY	<p>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.</p>
SKILLS	<ul style="list-style-type: none">Guest servicesInventory control proceduresMerchandising expertiseLoss preventionCash register operationsProduct promotions
EXPERIENCE	<p>ACCOUNTANT 01/2018 to 05/2022</p> <p>Avient Romeoville, IL</p> <ul style="list-style-type: none">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 allowancesTracked income and expenses for business using accounting software. <p>SALES ASSOCIATE 11/2015 to 01/2018</p> <p>Lumber Liquidators, Inc. Swansea, MA</p> <ul style="list-style-type: none">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. <p>HOUSEKEEPER 06/2013 to 10/2015</p> <p>Oakwood Worldwide San Antonio, TX</p> <ul style="list-style-type: none">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. <p>LINEMAN COOK 09/2012 to 06/2013</p> <p>Confederated Tribes Of Coos, Lower Umpqua, And Siuslaw Indians Florence, OR</p> <ul style="list-style-type: none">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. <p>EDUCATION AND TRAINING</p> <p>High School Diploma 06/2012</p> <p>Martin Luther King High School, Riverside, CA</p>