

JESSICA CLAIRE

 resumesample@example.com
 (555) 432-1000
 Montgomery Street, San Francisco, CA 94105

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

QuickBooks, Sage, Lacerte, and Intuit ProSeries (well-rounded on the applications and functions), Microsoft Suite (Word (Advanced), Excel (formulas, Vlookups, Pivot tables, and Data Analysis & Management), Access (Intermediate), Outlook (Advanced), Power Pivot, and PowerPoint (Intermediate)), CalBench, FASB & GAAP standards (Accounting Standards Codification), and Sarbanes-Oxley (SOX Sections) & Generally Accepted Auditing Standards (GAAS/SAS No.)

EDUCATION AND TRAINING

LIU
New York, NY

Master of Science: Taxation
Taxation

Core focus in Tax Accounting
January 2018 - Present Relevant
Coursework: Insurance and
Qualified Employee Benefit,
Employee Benefit and Retirement
Planning, Advanced Corporate
Taxation, and Tax Research

Hunter College
New York, NY

Bachelor of Science: Accounting
Accounting

Core focus in Financial Accounting

Bachelors of Science

Accounting Principles I & II,
Computer Information Systems
(Microsoft Office Suites),
Accounting Applications on
Microcomputers (QuickBooks),
Cost Accounting I, Introduction to
Business, Intermediate
Accounting I, Intermediate
Accounting II, Managerial
Accounting, Advanced Accounting
I & II, Auditing, Corporate
Finance, Business Organization,
Microeconomics, Macroeconomics,
Economic statistics, Economic
Development, Federal Income
Taxation, Corporate Taxation,
and Business Law I & II

ACTIVITIES/CERTIFICATES
Accounting Society of Hunter
College Internal Revenue Service
VITA/TCE Certificate (2015)
Volunteer Tutor for Accounting

EXPERIENCE

Always Best Care - Accountant

Fountain Valley, CA • 01/2016 - Present

- Responsible for both cash and accrual basis accounting for cash receipts, A/R, A/P, notes payable, interest payable, unearned revenues, legal services, revenues, expenses, office supplies, insurance (worker's compensation, health, accidental, and disability), payroll processing, petty cash, reconciliation of discrepancies of bank and credit card transactions, and escrow accounting Record the appropriate trial balance adjustments including the analysis of the relevant accounts Perform financial statement analysis in the evaluation of business operations in the preparation of financial statements Resolved of tax issues, notices, engagements in compliance of IRS regulations, procedures, and codes Filing federal and state corporate tax returns ((Form 1120S (IRS), CT-3-S/CT-34-SH (NYS), FUTA, SUTA)) Generate quarterly payroll tax returns ((Forms 941 (IRS), NYS-45/NYS-45-ATT (NYS)) per requisite during the calendar year along with the payroll tax accounting procedures.

Regional Medical Center - Retail and Wholesale Clothing Merchandiser Accounting Assistant

Anniston, AL • 02/2015 - 01/2016

- Oversaw A/R, A/P, tangible assets, revenue, expenses, cost of goods sold (COGS), depreciation, advertising, inventory, intangible assets (trademarks, patents, and licenses), line of credit, bad debts, returns and allowances, credit card transactions, bank and credit card reconciliations, and payroll accounting under the accrual basis of accounting Recorded month end, quarterly, and year end closing of accounts to reconcile financial statements Performed administrative duties by filing, opening and sorting mail, scanning, printing, and copying documents Implemented corporate, sales, and payroll taxes in accordance with federal and state compliance for forms 1065, 941, ST-100 (Quarterly), MTA-305, 940, and NYS-45/NYS-45ATT Analyzed and prepared financial statements through vertical and horizontal analysis and forecasting Coordinated with clients and vendors in accordance to the A/R and A/P subsidiary ledgers aging schedule.

Mcdonald's - Stock Clerk

Colchester, VT • 05/2010 - 08/2011

- Worked as a stocker on a three month probationary period refilling the shelves.
- Promoted to delivery helper in which the duties include the following: loading/unloading inventories, picking/packing orders, maintained customer relations and reconciling all errors of clients' orders.
- Provided customer satisfaction with proven track record of increased sales of approximately 10% through product knowledge and various suggested recipes.

EASTSIDE COTTAGE RESTAURANT - Restaurant Operations Manager

City, STATE • 09/1996 - 03/2004

- Managed business operations in overseeing the workforce through training, developing, hiring, terminating, and retention of the employees Maintained the business organizational structure in the initiation, ratification, implementation, and monitoring the decision management processes Implemented customer satisfaction through customer interactions and an intuitive approach to each customer's standards Increased revenue by up to 20% through social networking with customers and resolving any issues by meeting their demands promptly Maintained hybrid accounting for cash, A/R, A/P, services, revenue, expenses, depreciation, inventory supplies and replenishments, payroll records, equipment, liquor license (noncurrent asset amortization), financial statement reports, bank and credit card transactions along with the reconciliations, and restated any errors to accounts immediately upon discovery and analysis.

SKILLS

administrative duties, advertising, business operations, cash receipts, copying documents, Corporate Finance, Cost Accounting I, Data Analysis & Management, Filing, Financial Accounting, financial statements, preparation of financial statements, financial statement analysis, forecasting, sorting mail, payroll processing, Pivot tables, QuickBooks, sales, Sarbanes-Oxley, SAS, Tax Accounting, Tax Research, tax returns

ACTIVITIES AND HONORS