

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Detail-oriented Accountant with one year effectively maintaining accurate accounting information for a large-scale Chinese company. Administrative professional possessing a strong desire to learn and grow professionally.

SKILLS

- Invoice coding familiarity
- Account reconciliation specialist
- MS Office Suite
- Accounts payable specialist
- Quick learner
- Well organized

EDUCATION

Boston University
Boston • 2016

Master of Science: Administrative studies with a concentration in Financial Economics

- Top 25 % of class

Sichuan University
China • 2014

Bachelor of Arts: Accounting

- Recipient of school Scholarship
- Member of student Union

WORK HISTORY

Apartment Investment & Mgmt - Accountant

Vacaville, CA • 2017 - Current

Responsible for accounts payable and accounts receivable; creating invoices, entering and paying bills, generating checks, and customer/supplier communication.
Assisted with monthly bank reconciliations including check cancellation in QuickBook pro and account research.

Managed office duties, including correspondence, document filing, and answering phones.

Jones Lange Lasalle Inc. - Banking Teller

City • 06/2014 - 04/2015

Recording daily revenue and spending Making monthly account checking;
Making E-bank and bank payments and transfers and keeping vouchers
Transcribing the bank deposit journal;

CHINA CITIC BANK - Intern

City • 05/2012 - 07/2012

Learning administration knowledge and the basic work flow.
Assisting with meeting affairs and correspondence and recording the meeting minutes.
Providing customer service.