

JESSICA CLAIRE

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Summary

Capable Accountant successful at managing multiple projects and consistently meeting deadlines under pressure. Extensive knowledge of accounting software and processes.

Highlights

- Analytical reasoning
- Financial statement analysis
- Account reconciliation expert
- Complex problem solving
- General ledger accounting
- Expert in customer relations
- Flexible team player

Experience

Accountant, 07/2011 to Current

Always Best Care – Holiday, FL

Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.

Collaborated extensively with auditors during preliminary and year-end audit processes.

Thoroughly reviewed financial statements and tax audits to correct any discrepancies.

Tracked all capital spending against approved capital requests.

Revised and streamlined inefficient work procedures with automation software.

Analyzed costs and revenues to project future trends.

Assistant Manager, 08/2010 to 07/2011

Nothing Bundt Cakes – Clive, IA

Addressed customer inquiries and resolved complaints.

Reorganized the sales floor to meet company demands.

Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts.

Determined staff promotions and demotions, and terminated employees when necessary.

Business Manager, 04/1998 to 08/2009

Port Everglades – Plantation, FL

Investigated and resolved discrepancies in monthly bank accounts while under tight deadlines.

Recruited and hired new staff monthly

Payroll processing

Inventory purchasing

Education

Bachelor of Arts: Accounting, 2015

Defiance College - Defiance, OH