

# Jessica Claire

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## Summary

Enthusiastic, Result-Oriented and Performance Driven Professional to obtain a challenging and professional position with a well-established company that will allow me to use my immense work ethic to gain expertise and knowledge in the oil and gas industry.

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- Proactive leader with the expertise to trouble shoot, initiate change, implement process improvement while maintaining a positive, safe, and productive environment.
- Self-motivated to achieve peak worker productivity, surpass top quality standards, streamline daily operations and meet strategic metrics in a timely fashion.
- Proficient in Microsoft Word, Excel, PowerPoint, Oracle, Cognos, and SharePoint software applications. Advanced learner to new software applications.

## Highlights

- Analytical reasoning
- Effective time management
- Customer-oriented
- Business process improvement
- Self-motivated professional
- Mechanically-inclined

## Accomplishments

### Financial/Accounting Skills

- Maintained accurate accounts including cash, accounts payable, and accounts receivable, and accrued expenses.
- Operated computers programmed with accounting software to record, store, and analyze information.
- Led the development of more than several new financial reporting methods to measure productivity and efficiency.

## Experience

### Management Accountant, 11/2013 to Current

#### Johnson Matthey – Taylor, MI

- Balance sheet account review and reconciliation and preparation of associated balance sheet notes.
- P&L variance analysis including review of detailed revenue and cost transactions.
- Participation to physical count (inventory, fixed assets) and reconciliation with sub-ledger.
- Control and preparation of general ledger entries including prepaid, accruals and allocations.
- Control over systems posting and reporting.
- Ad Hoc reporting, analysis or projects as required.
- Assist in the formulation of budgetary and accounting policies.
- Appraise cash flow and financial risk of capital investment projects.
- Provide assurance about the accuracy of information contained in financial reports and company compliance with statutory requirements.
- Actively participated in complex drilling fluid moves with MI-SWACO, achieved project goals through significant teamwork and solid work practices.

### Retirement Analyst, 02/2012 to 10/2013

#### Raymond James – Washington, DC

- Responsible for ensuring the accuracy and quality of system generated calculations.
- Leads internal team and client status meetings.
- Performs monthly reconciliation reports for clients that total about 9,000 employees and primary point of contact for Credit Suisse Financial Company.
- Executes routine audit to ensure that employees or pensioners benefits are being handled in accordance to the Rules and Regulations of the clients policies.
- Performs manual calculations, data cleanup and communication statement updates as needed.
- Supervises internal client teams to ensure all calculations are completed within the set time frames.
- Ensures strong IT technical skills to support custom software to verify pension earnings.

### HR Health & Welfare, Pension & Retirement Specialist, 02/2011 to 02/2012

#### First Hawaiian Bank – Ewa Beach, HI

- Manage incoming calls from clients' employees and retirees; answer questions and arrange issues relating to their health care benefits, retirement plans and human resource related services.
- Enroll Prudential employees and retirees in their health care benefits and knowledge them on coverage details, pricing and plan/provisions.
- Navigate through a Windows based system within a series of database to access the appropriate information to service the clients.

### Senior Teller, 03/2007 to 02/2011

#### J.P. Morgan Chase Bank – City, STATE

- Maintain a steady flow of the teller line by quickly and precisely performing customer transactions.
- Ensure that the drawer balance is accurate and that all transactions are conducted according to standard operating procedures.
- Process on average \$300,000 in transactions on a daily basis.

## Education

B.B.A: Finance, 2009

University of Houston-Downtown, College of Business - Houston, TX

GPA: Top Pension Analyst (2013)

## Other Attributes

- High level of accuracy and attention to detail
- Ability to handle multiple tasks and efficiently prioritize work to meet deadlines
- Analyzes issues and understands the business impact
- Initiative to work without constant supervision and displaying innovative skills in using the proper tools to effectively support the team
- Experience working with multi-discipline teams
- Physically fit and capable of lifting or carrying 75 pounds or more
- Complies with all Company & Regulatory HS&E, Quality and IT standards and policies

## Affiliations

Top Senior Teller Performance in the District

Phi Kappa Theta, National Honor Society (2004, 2005, 2006)

Dean's List (2004, 2005)

Sigma Pi Fraternity, Director of Fundraising (2007)

Top Pension Analyst (2013)

Top Senior Teller Performance in the District (2010-2011)