

JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San Francisco, CA 94105

SKILLS

- GAAP Accounting (Full-cycle accounting)
- Administrative, Speak Spanish
- Excellent communication
- Interpersonal Skills & Fast learner
- Staff training/development
- Microsoft Excel (Pivot table / PowerPivot table)
- Fast learner
- Advance Microsoft Excel skills
- SAP/ SAP BUSINESS ONE
- Microsoft Dynamics
- Job Boss System

EDUCATION AND TRAINING

Metropolitana University-
Universidad Metropolitana
Online

Positive Physiology

IDEPROCOP

Caracas, Venezuela

Accounting And Business
Management

Alejandro of Humboldt University
Caracas, Venezuela • 10 2012

Associate of Science: Accounting
And Finance

Miami Dade College
Miami, FL

Teacher Education, Subject-
Specific

SUMMARY

Accountant with over 7 years of professional financial experience focused on analyzing and preparation of financial statements and strong teamwork abilities. Analytical and detail-oriented Accountant offering 2 years of progressive experience in Oil and Gas sector. Identifying and resolving incongruencies to assure company compliance. Efficient accounting professional with strong GAAP knowledge and data analysis expertise. Directed 4-person accounting team and maintained timely operations in challenging environment. Effective prioritization and communications skills enabled positive outcomes.

EXPERIENCE

A Helping Hand Homecare - Accountant
Virginia Beach, VA • 10/2018 - 03/2020

- Reconciling sub-ledger to general ledger account balances Assessing internal controls.
- Assisting with initial internal control evaluations
- Providing accounting functions at Fabrication Shop.
- Assisting the Finance Department with tasks as needed.
- Assisting the Finance/Accounting Department with tasks about payments, bank reconciliation, ACH.
- Supported budget administration with detailed expense analyses and report reviews.
- Financial operations, month-end reporting, financial schedules and reconciliations.
- Analyzed files and accounts for discrepancies and resolved variances.
- Maintained tools, test equipment and materials, keeping all work areas organized.

Fxi Foamex Innovations - Staff Accountant
Santa Teresa, NM • 08/2018 - 10/2018

- Assessed accuracy, completeness and integrity of corporate financial records.
- Responsible for intercompany transaction and for preparing the monthly intercompany reconciliations.
- Perform all related functions for the assigned balance sheet accounts, such as accounts receivables, fixed assets, prepaid, other assets, accounts payables, accruals, etc. and for analyzing and preparing the reconciliations.
- Perform duties for inventory control.
- Prepares monthly accruals, allocations and associated schedules related to cost of sale and general and administrative expenses.
- Prepares reports detailing monthly administrative and operational expenses and explains variances.
- Assists in the preparation of the annual and quarterly forecast updates.
- Compiles data for the preparation and analysis of reports, key indicators, sales, inventories, etc.
- Assists with financial monthly, quarterly reporting and deadlines to our corporate office.
- Assists in the compilation of documentation for internal and external audits.
- Assist as necessary with billing, collections and accounts payables.
- Complies with internal controls to ensure compliance with Sarbanes Oxley.
- Performs self-review of work to identify problems and solutions.

Anagram - Senior Accountant
Washington, DC • 03/2011 - 01/2016

- Performed administrative tasks such as bookkeeping activities.
- Maintained integrity of general ledger, including the chart of accounts.
- Compiled general ledger entries on a short schedule.
- Processing payments and applied to customer balances.
- Maintained fixed asset module, calculate and record monthly depreciation expense.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Created presentation formats for monthly reviews of expense charge-outs.
- Prepared accurate financial statements at end of the quarter.
- Assisted management with the annual financial statements and periodic reports financial schedules and reconciliations.

Dover Corporation - Accounting Analyst
Minneapolis, MN • 12/2009 - 12/2010

- (PwC Venezuela) •Responsible for handling customer account inquiries, accurately providing information to ensure resolution of product/service complaints and ensure customer satisfaction.
- Computed Data Reports (Microsoft Dynamics / SAP business One) •Provided required weekly, monthly and quarterly reports listing sales figures and client records of accomplishment.
- Researched, calmed and rapidly resolved client conflicts to prevent loss of key accounts.
- Consistently generated additional revenue through skilled sales techniques.
- Greeted customers upon entrance and handled all cash and credit transactions.
- Assisted customers over the phone regarding store operations, product, promotions and orders.
- Researched and resolved issues with billing and invoices.
- Observed client confidentiality and verified data integrity in all work-related tasks.
- Recorded customer payments into general ledger and posted cash, checks, and credit and debit card transactions.

ACTIVITIES AND HONORS

- Member, Alumni Association of IDEPROCOP

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/danaandreina/>