

Summary

Highly motivated professional, and qualified candidate, seeking a career position in the local area to complement and support my skills and knowledge in the Accounting field.

Skills

- Adaptable, multi-tasker, ability to prioritize
  - Analytical skills
  - Customer-focused
  - Communication skills
  - Cool and collected under pressure
  - Leadership skills
  - Microsoft Office
- Organized, efficient and reliable team player
  - Payment Processing
  - Self directed, results oriented with little supervision
  - Scheduling, calendar, time management
  - Problem solving
  - Journal Entry Preparation

Experience

Accountant, 09/2022 to Current

Bodybuilding – Boise, ID

- General Ledger Entries
- Prepared monthly and year-end closing statements, financial documents and invoices
- Monitored balance sheets and income statements to evaluate financial performance
- Analyzed monthly department budgeting and accounting reports to maintain expenditure controls
- Applied mathematical skills to calculate totals, check figures, and correct problems with physical and digital files
- Summarized and interpreted current and projected company financial position for other managers
- Maintained accurate accounts for cash, fixed assets and other transactions.

Director of Social Services, 11/2021 to 09/2022

City Of Hampton, Va – Hampton, VA

- Managed resident admissions and discharge and referrals to other facilities, home health agencies and hospice based on resident and family needs, preferences and resources.
- Advocated for residents in response to stated needs for care quality, food, facilities and resident interactions.
- Educated residents and families regarding private insurance, Medicare, Medicaid, Veterans Administration and other possible sources of funding for required care.
- Assisted BOM with Medicaid Applications, insurance updates and participating in utilization review.
- Completion of admission/5DAY, quarterly and annually MDS
- Care planning.
- Meeting with residents and family.
- Managing One-Call systems for staff and family members, COVID documentation and reporting.

Administrative Assistant/STNA, 02/2020 to 10/2021

Shawnee Manor – Lima, OH

- Pleasantly welcomed visitors, answered phone calls and maintained front reception desk.
- Managed and maintained office filing system
- Made critical, split-second decisions regarding customer service
- Directed customer communication to appropriate department personnel.
- Sorted and distributed incoming faxes, letters and emails for office distribution.
- Provided direct personal patient observation, care, and assistance
- Facilitated activities of daily living, including personal hygiene management, feeding and ambulation
- Documented patient intake and dietary requirements and aided with feeding and monitoring.

STNA, 06/2016 to 10/2019

Esri – Vienna, VA

- Monitored vital signs, such as blood pressure, pulse, respirations, temperatures and O2 stats
- Responded appropriately to the physical, emotional, and developmental needs of patients
- Assisted patients with bathing, dressing, oral hygiene, grooming, feeding and toileting
- Assisted with patient transfer and ambulation.

Customer Service Representative, 04/2016 to 06/2016

Lifestyle Communities, Ltd. – Columbus, OH

- Set up and activated customer accounts.
- Performed store opening duties, including counting cash drawers, and checking all equipment for proper functioning
- Assisted customers with making payments or establishing payment plans to bring accounts current.
- Remained calm, stayed professional and provided exceptional service on all calls, even when interacting with difficult individuals
- Located debtors by utilizing skip tracking and other strategies
- Collected payments, issued receipts, and updated accounts to reflect new balances
- Tracked office stock and maintained inventory in neat and organized fashion

Office Manager, 07/2012 to 04/2016

548-TIRE – City, STATE

- Maintained current store, product, and promotional knowledge to drive consistent sales
- Processed payments and maintained accurate drawers to meet financial targets
- Worked with off-site locations, including vendors and other stores, to find desired items for customers
- Counted cash, made change, and stored coupons to keep organized and balanced cash register drawer
- Kept calm and applied strong problem-solving and interpersonal skills to resolve conflicts.

Education and Training

Bachelor of Applied Business: Accounting and Finance, 05/2024

Southern New Hampshire University

Associate of Applied Business: Human Resources Management, 05/2023

EDISON STATE COMMUNITY COLLEGE - Piqua, OH

Associate of Applied Business: Business Management, 05/2022

Edison State Community College - Piqua, OH

ACCOUNTING CERTIFICATE: 12/2021

Edison State Community College - Piqua, OH