

JESSICA CLAIRE

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📍 Montgomery Street, San
Francisco, CA 94105

EDUCATION AND TRAINING

**Early College High School At
Timberview**
Mansfield TX
Mansfield Independent School
District
Expected to graduate May 2022
with an associates degree
Tarrant county college courses to
include concentration in Aerospace
Engineering

SKILLS

- Excellent Managerial Techniques
- Superior attention to detail
- Budgeting
- Financial Management
- International sales support
- Creative problem solving
- Technical Support
- Warehousing functions
- Good listening skills
- Welding
- Accounting
- Spreadsheets
- Wiring Diagrams
- Proficient in MS office
- Advanced Bookkeeping Skills
- Self-motivated professional
- Schedule Management
- Complaint resolution
- Sales expertise
- Money handling abilities
- Administrative support
- Account management
- Multi-line phone talent
- Repair
- Machine Operation
- Predictive and Preventive
Maintenance
- Environmental Compliance

SUMMARY

Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations. Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Demonstrated strong analytical and communication skills while leading teams in a collaborative environment. Fastidious in tracking all expenses and reconciling accounts. General worker with experience performing variety of technical tasks relative to assigned areas of responsibility.

EXPERIENCE

Aquestive Therapeutics, Inc. - Accountant *Los Angeles, CA • 01/2015 - Current*

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Followed up with customers to collect specific financial information and verify details for preparation of annual 1095 forms.
- Reconciled accounts and reviewed all materials, including surplus, income, expense data, net worth and assets.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Improved efficiency of operations, including data collection, analysis and modeling, to enhance practices and increase customer retention.
- Tracked financial progress by creating quarterly and yearly balance sheets.

In-Terminal Services - Customer Service Representative *Los Angeles, CA • 01/2015 - Current*

- Regularly exceeded daily sales and product add-on quotas.
- Used company troubleshooting resolution tree to evaluate technical problems while leveraging personal expertise to find appropriate solutions.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Educated customers on promotions to enhance sales.
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Evaluated account and service histories to identify trends, using data to mitigate future issues.
- Cultivated customer loyalty, promoted repeat customers and improved sales.
- Responded to customer requests for products, services and company information.
- Consulted with outside parties to resolve discrepancies and create effective solutions.
- Assisted customers with setting appointments, shipping and special order requests, and arranging merchandise pick-up at other locations.
- Fielded customer questions regarding available merchandise, sales, current prices and upcoming company changes.

Aimbridge Hospitality - Worker *Wilmington, DE • 01/2015 - Current*

- Collaborated with management, technical crew members and fellow supervisors to organize efficient operations and achieve demanding schedule targets.
- Identified and implemented strategic plans based on accurate readings of specifications and solid collaboration with project leadership.
- Maintained work areas by cleaning and straightening for maximum productivity and safety.
- Offered exceptional customer service to all guests.
- Adhered to company policies, safety procedures and performance standards.
- Used measuring tools such as gauges and tape measure to identify conforming parts during production.
- Produced parts and assemblies quickly and efficiently within tolerances.
- Loaded, unloaded and moved material to and from storage and production areas.
- Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
- Measured dimensions of finished workpieces for conformance to specifications, using precision measuring instruments, templates and fixtures.
- Performed general housekeeping and cleaning tasks, including, sweeping, pulling weeds, painting and power washing.
- Supported External field crews to maximize quality and work efficiency.
- Delegated assignments based on prior plans, project needs and knowledge of individual team members.