

ANGELICA MIXON

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OBJECTIVE ACCOUNTING / MANAGEMENT

Overview

Highly motivated and results-oriented **MANAGERIAL and ACCOUNTING PROFESSIONAL**. With exceptional abilities in business financial operations. Well-developed administrative skills requiring effective decision-making. Utilize excellent interpersonal abilities to interact with clients and staff. Computer operations include several accounting and tax programs. Initiate correspondence to clients. Ensure compliance with company policy.

- Proficient in MS Office Suite
- A/P and A/R; Collections
- Spreadsheets - Posting/Data Entry
- Office Budgetary Items/Purchasing
- Type 75 Accurate WPM
- Timekeeping and Payroll
- Income Tax Forms and Preparation
- Inventory and Cost Control

EDUCATION

BS in Accounting

Post University, Waterbury, CT – Graduated August 2013

Will sit for CPA Examination on October 11, 2015

AS in Accounting – Pensacola State College, Pensacola, FL

Graduated December 2011

Courses included

- Income Tax Procedures (Jan-May 2010)
- Managerial and Payroll Accounting
- Spreadsheets
- Business Law

PROFESSIONAL EMPLOYMENT

04/09 – Present

AUTOZONE #0302 – Pensacola, FL

Commercial Accounting Specialist

- Worked closely with several mechanic shops on their accounts and delivery issues
- Count daily receipts, prepare bank deposit, and deliver forms and money to bank
- Maintain inventory count and created matrix spreadsheet to assist in data management
- Complete administrative duties and maintain computer software information for store

09/05 – 03/09

EVE'S DELIVERY COMPANY – Windsor, CT

Receptionist

- Answered multi-line telephone system and provided information on services
- Interacted with clients at office dropping off items to be delivered
- Tracked deliveries, performed clerical operations, and provided high quality client service

1999 – 09/05

GEORGE WHITE PROFESSIONAL TAX SERVICES – New Orleans, LA

Accounting Software Tax Preparation

- Utilized computer tax programs to complete payroll, business forms 941's & 940's
- Computed and performed tax write-offs

1997 – 1999

OASIS HOME HEALTH – New Orleans, LA

Bookkeeper