

JESSICA CLAIRE

-  resumesample@example.com
-  (555) 432-1000
-  Montgomery Street, San Francisco, CA 94105

HIGHLIGHTS

- Guest services
- Inventory control procedures
- Merchandising expertise
- Loss prevention
- Cash register operations
- Product promotions

EDUCATION

Strayer University
Fredericksburg, VA
Bachelor of Science: Accounting

SUMMARY

To utilize my customer relations and management background to obtain a position with a company that places importance on efficiency and success. Employ natural leadership and interpersonal skills to build relationships throughout the organization.

EXPERIENCE

Air Communities - Accountant
Miami Beach, FL • 07/2015 - Current

- Accounting for six companies
- Maintained confidential information, such as pay rates, bonus targets and pay grades
- Processed payroll, electronic deposits and employee pay adjustments
- Reconciled all bank and credit card accounts
- Processed journal entries, online transfers and payments (internal and external)
- Analyzed cost control and provided timely financial information to support company goals
- Cost effective purchasing (office equipment & supplies, janitorial, food & beverage)
- Reviewed book entries to ensure accuracy of the G/L
- Assisted the CFO with the production of the monthly financials and management reports
- Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget
- Tracked and verified accurate receipt of purchase orders and verified costs against vendor invoices
- Processed A/P weekly, working with 50+ vendors
- Processed company purchase orders and communicated with customers regarding orders
- Researched and resolved collections and billing disputes with tact and efficiency
- Researched and resolved billing and invoice problems

Exeter Hospital - Director of Finance & Accounts
05/2014 - 07/2015

- Responsible for daily entry of accounting transactions.
- Received, recorded, and deposited cash and checks as well as reconciled records of bank transactions.
- Verified purchase orders, managed accounts payable invoices and supplied payments to vendors on a weekly basis.
- Reconciled all bank and credit card accounts.
- Researched and resolved collections and billing disputes.
- Processed payroll, electronic deposits and employee pay adjustments for 70+.
- Issued paychecks to contractors on a bi-weekly basis.
- Issued W2.
- s to employees & 1099.
- s to contractors.
- Maintained confidential information, such as pay rates, bonus targets and pay grades.
- Processed journal entries, online transfers and payments.
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- Produced monthly financial summaries and reports.
- Maintained employee files, incident reports, unemployment claims and training progress.
- Maintained office inventory.

Domino's Pizza - Operations & TrainingConsultant, Franchisee & General Manager
STATE • 01/2004 - Current
Training & Operations Consultant July 2015 - Current

- Assist six store franchise in training staff and streamlining operations in accordance with corporate standards
- Monthly unannounced inspections to inspect product and operation standards
- Work with store managers in developing effective action plans for improvement and guide team members in execution of determined plans

Franchisee June 2007 - February 2011

- Grow a performance culture, based on teamwork, innovation and training Creatively constructing advertising and promotional deals in accordance with corporate initiatives
- Implemented and maintained corporate standards
- Drive revenue and reduce expenditures to meet and exceed revenue and profit targets
- Maintain integrity of stores, including coding, sanitation, equipment and major appliances
- Labor and food cost management; Inventory management
- Community and customer relations
- Established and implemented internal training and time-management program
- Handled tasks related to payroll, inventory and job scheduling
- Managed accounts payable and accounts receivable in conjunction with company accountants
- Prepared reports, spreadsheets, and administrative documents Maintained office calendars, open and prioritize mail, receive and prioritize phone calls

General Manager February 2004 - Jessica 2007

- Orchestrating and directing crew consisting of up to 20 people.
- Hire, develop and promote talented employees who fit the unique cultures of the restaurant environment.
- Improve operational statistics and efficiency.

Patient First Urgent Care - Patient Service Representative
05/2012 - 10/2016

- Consistently build positive report with patients while accurately and efficiently registering in a timely manner.
- Perform daily administrative duties including: cash management and internal quality assurance.
- Insurance processing and communication.
- Patient account resolution and billing assistance.
- Provide Preliminary assessment of patient health.
- Serve as liaison between patients and medical providers.
- Mentor new employees on company policies and practices.
- Develop and implement client service techniques to better serve both the patient and corporate needs.
- Compliance and comprehension of HIPPA regulations.
- Effectively prioritize tasks

SKILLS