

Jessica Claire

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SUMMARY Capable Accountant with strong work ethic. Successful at managing multiple projects and consistently meeting deadlines under pressure.

- HIGHLIGHTS**
- Complex problem solving
 - Account reconciliation expert
 - Strong organizational skills
 - Flexible team player
 - Superior research skills
 - Excellent Communication skills

EXPERIENCE **ACCOUNTANT** 04/2012 to CURRENT

- Alliant | Fort Worth, TX**
- Manage student activity, grant, and special revenue accounts
 - Prepare and record journal entries, Reconcile District Bank Accounts
 - Prepare quarterly financial reports, Analyze and interpret financial data
 - Accounts Payable and Accounts Receivable

ADMINISTRATIVE ASSISTANT 09/2011 to 03/2012

- Truist Financial Corporation | Concord, NC**
- Process employee payroll and reconcile payroll issues
 - Record bank deposits and reconcile bank statements
 - Accounts payable
 - Serve as Code Compliance Clerk
 - Create, publish, and post the Public Access Ads on the municipal cable Ad channel system
 - Perform clerical duties such as answering phones, taking messages, scheduling appointments, filing, and receiving mail

LEASING AGENT 05/2008 to 02/2011

- Karya Property Management | Phoenix, AZ**
- Leased luxury apartments
 - prepared and presented lease contracts, audit resident files and correct errors
 - Manage front office, clerical duties, marketing
 - Data entry of rent payments and vendor invoices
 - Conduct move-out inspections and assess charges

REALTOR 2007 to 2009

- Windermere Real Estate | Evergreen, CO**
- Licensed Independent Contractor, working for buyers and sellers of real estate
 - Show homes, hold open houses, market properties, prepare and negotiate contracts, aid clients through the process of buying and selling a home
 - Work intimately with Title and Mortgage companies
 - Solve and correct errors and problems that may arise during a transaction
 - Participate in ongoing professional training to maintain Texas state licensing requirements

SENIOR TELLER OFFICER 02/2004 to 04/2008

- Security Service Federal Credit Union | City, STATE**
- Supervise bank tellers and perform teller duties
 - Count and balance teller drawers and cash dispenses
 - Retrieve and enter night deposits and ATM transactions
 - Work in money vault area, scan and balance checks, order cash, money orders, and traveler checks
 - Balance vault, compose reports
 - Open and close service center, secure vault areas
 - Audit teller packets for errors and recover outages
 - Write up quarterly employee evaluations
 - Work in member services opening and maintaining customer accounts

EDUCATION **Bachelor of Science | Accounting** 2013

University of Houston at Clear Lake, Houston, TX
Member of the National Society of Leadership

- ADDITIONAL INFORMATION**
- Very familiar with Microsoft Office, Word, Excel, Outlook
 - Experience with Peachtree, Quickbooks, and Skyward accounting programs
 - Type 40 WPM