

Jessica Claire

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SUMMARY

Actively seeking to relocate to Southern California and to obtain an accounting position in a professional environment with a premium of working in and around activities related to the finance industry.

EXPERIENCE

ACCOUNTANT

09/2011 to CURRENT

Alston & Bird | Raleigh, NC

- Perform daily, weekly, and monthly accounting processes to properly record and control the race & sports, table games, and keno transactions for Financial Accounting.
- Responsible for including month end and close process to record revenue.
- Prepare monthly reconciliation of balance sheet accounts assigned to specific gaming outlet.
- Assists Senior Accountants in any research of monthly journal entry and reconciliation.

CASH CASHIER

08/2006 to 09/2011

Boyd Gaming, Inc. | Northwood, IA

- Assist guests with various cash and credit transactions.
- Count revenue for various hotel outlets and prepare deposit slips to bank.
- Responsible for accurately posting and balancing funds.
- Responsible for logging and maintaining Title 31 compliance.

BANK TELLER

07/2001 to 08/2006

Washington Federal | Draper, UT

- Process transactions accurately and efficiently in accordance with established policies and procedures.
- Identify customer needs and refer financial products and services to consumer and small business customers.
- Provided excellent customer service and resolved complaints.

PIYOCLERK

01/2006 to 06/2006

Viejas Enterprises | Alpine, CA

- Input player ratings in database.
- Issue and verify markers.
- Balance cash logs.

EDUCATION

Bachelor of Arts Degree | Business Administration Entertainment & Tourism
California State University, Fullerton, Fullerton, CA

12/04