

# JESSICA CLAIRE

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(555) 432-1000 - resumesample@example.com

## PROFESSIONAL SUMMARY

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Organized Accountant with 5 years of managing accurate accounting information, financial report support, bookkeeping and corporate operations. Astute financial professional with keen eye for detail and high level of integrity. Familiar with managing schedules, directing teams and overseeing closing processes. Well-versed in ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities. Works well in large teams in corporate environments

## SKILLS

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- Financial Statements and projections
- File Maintenance, Journal Entry Preparation
- Monthly and Annual Journal Entries
- Personnel Recordkeeping Review and Cash Analysis
- Inventory Verification, Assessment and Fixed Asset Management
- Stock Valuation and Document Recordkeeping
- General Ledger and Intuit QuickBooks

## WORK HISTORY

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08/2020 to Current **Accountant**

**Bd (Becton, Dickinson And Company)** – Michigan; Detroit, MI

- Gathered financial information, prepared documents, and closed books.
- Documented cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Reconciled accounts and reviewed expense data, net worth and assets.
- Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.
- Evaluated and improved accuracy and completeness of financial records.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Documents financial transactions by entering account information.
  - Recommends financial actions by analyzing accounting options.
  - Maintains accounting controls by preparing and recommending policies and procedures.
  - Reconciles financial discrepancies by collecting and analyzing account information.
  - Prepares payments by verifying documentation and requesting disbursements.
  - Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.

09/2018 to 05/2020 **Administrative Officer**

**Department Of Labor** – San Antonio, TX

- Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Supervised and guided new employees and responded quickly to questions to improve understanding of job responsibilities.
- Prepared reports to assist business leaders with key decision making and strategic operational planning.
- Manage office supplies stock and place orders
  - Prepare regular reports on expenses and office budgets
  - Maintain and update company databases
  - Organize filing system for important and confidential company documents
  - Answer queries by employees and clients
  - Update office policies as needed
  - Maintain company calendar and schedule appointments
  - Book meeting rooms as required
  - Distribute and store correspondence (e.g., letters, emails and packages)
  - Prepare reports and presentations with statistical data, as assigned

07/2016 to 03/2018 **Account Officer**

**Redeem Christain Church (RCCG) NGO** – City, STATE

- Built and strengthened relationships with new and existing accounts to drive revenue growth.
- Prospected new clientele through networking, cold calling, canvassing and referrals.
- Strengthened customer relationships with proactive and collaborative approach to managing needs.
- Reviewed accounts monthly to monitor and track customer satisfaction and complaints.
- Contacted customers as issues arose to provide prompt resolutions.
- Identified client business needs by gaining understanding of goals, objectives and processes.
- Negotiated sales deals between customers and agency, resulting in mutually beneficial agreements and cultivated relationships.
- Responded to requests for information and resolved issues quickly.
- Secured high-value accounts through consultative selling, effective customer solutions and promoting compelling business opportunities.
- Drove growth in [Area] by implementing operational process improvements

## EDUCATION

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02/2021 **MBA: Business Administration And Management**

**University of Phoenix** - Tempe, AZ

11/2020 **Associate of Science: ACCOUNTING**

**University of Phoenix** - Tempe, AZ

06/2012 **Bachelor of Science: ACCOUNTING AND FINANCE**

**LAGOS STATE UNIVERSITY** - NIGERIA

## AFFILIATIONS

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- American Institute of Certified Public Accountants

## LANGUAGES

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**English:**

**Negotiated:**