

JESSICA
CLAIRE

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 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

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

05/2014 - 07/2015

- Responsible for

- 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 & Training Consultant, Franchisee & General Manager
STATE - 01/2004 - Current

STATE • 01/2004 - Current
Training & Operations Com

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

Summary performance culture based on

- Grew 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

05/2012 - 10/2016

- Consistently build positive rapport 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