

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Master of Accounting with professional experience in logistics, tax preparation, and healthcare industries. A proven leader with skills in communication, team building, and cooperation. Highly experienced in a variety of data tracking and Excel digital tools. Excels in customer services, fast paced environments like the military or healthcare, and able to meet the deadlines of both customers and potential employers. Comfortable working remote or face to face with clients and coworkers. Looking to make a difference and impact in career and industry.

Account Receivable Data Entry Financial statements General Ledger Attention to detail Time management Effective communication Bank reconciliation Microsoft Office Suite

SKILLS

- Account and Ledger Reconciliations
- Business Administration
- Payroll Administration
- Critical Thinking
- Accounts Payable and Receivable
- Meeting Leadership
- GAAP and Statutory Reporting
- General Ledger Journal Entry
- Month End Close
- Management Reporting
- Program Management
- Presentation Skills
- Financial Analysis
- Policies And Procedures
- Gaap Accounting

WORK HISTORY

- 11/2019 to 11/2022 **Information Technology Specialist**
Department Of The Treasury – Monroeville, PA
- Maintains, processes, and troubleshoots military computer systems and operations
 - Displays technical skills and aptitude for programming and computer languages
 - Issued and maintained accountability records of IT equipment to prevent loss
 - Re-imaged PCs and laptops to increase security and length of operability with applicable software
 - Facilitated best user experience through continuous support and communication of system changes
 - Attended regular client meetings to report project progress and address questions
 - Resolved escalated issues by serving as subject matter expert on wide-ranging issues
- 01/2017 to 11/2019 **Logistics Specialist**
Exact Sciences – Phoenix, AZ
- Minimized process discrepancies by spearheading budget, supervising staff and controlling inventory and supply management
 - Ability to prioritize and execute task in high-pressure environment,
 - Ability to prepare reports, weekly and monthly work summaries
 - Processed sales orders and handled administrative functions like bookkeeping, purchasing, tracking and credit applications
 - Issued Temporary Hand Receipts (DA Form XXX1) and provided up-to-date tracking shipment movement
 - Identified material and logistics requirements to create purchasing requisitions for customers; prioritize and schedule work order requests, route orders to personnel, and monitor job status
 - Maintained complete accountability for routine and high-dollar items, ensuring proper documentation and tracking of all items through organizational property management systems
 - Inventoried more than \$1.5M worth of equipment with 100% accuracy and conducted monthly cyclic inventories of equipment
 - Detected and resolved multifaceted issues related to order direction and operations
 - Achieved team goals by guiding employees in coordinating and deploying best practices
- 01/2016 to 01/2017 **Tax Associate**
Data Robot – Saint Louis, MO
- Conducted face-to-face interviews with clients
 - Prepared complete and accurate tax returns
 - Generated business growth, increased client retention, and offered additional products and services
 - Provided IRS Audit support
 - Supported office priorities through teamwork and collaboration
 - Scheduled more than 300 client appointments and maintained up-to-date confidential clients' files
 - Reviewed documentation for accuracy ensuring clients received all available benefits and maximized returns
 - Prepared monthly consolidated and individual financial statements for clients to ensure income tax return accuracy
 - Compliance to tax law, code, and regulations as it pertained to taxes of clients
 - Secured and properly handled confidential data to protect against unauthorized access, improper transmission, and unapproved disclosure.
- 01/2012 to 01/2016 **Certified Nursing Assistant**
Vibra Healthcare Inc. – Crown Point, IN
- Assisted medical staff by providing direct personal care for patients
 - Documented actions by completing forms, reports, logs, and records
 - Provided patient comfort by answering questions
 - Transported patients utilizing appropriate equipment in accordance with all applicable safety policies
 - Reduced risks of patient infection and cross-contamination by cleaning and sterilizing equipment
 - Participated in fun group activities with patients to boost mood, improve overall memory and provide light entertainment
 - Supported ambulation and physical therapy needs by conducting planned exercise routines
 - Cared for average of 26 patients per 8 hours in Memory Care facility, delivering high-quality, efficient support to meet all need
 - Answered average of 30 call lights per shift increasing patient satisfaction with ward

EDUCATION

- 2020 **Master of Business Administration: Accounting**
Maryville University - St. Louis, MO
- 2016 **Bachelor of Science: Accounting**
Wichita State University - Wichita, KS