

JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San Francisco, CA 94105

SKILLS

- Microsoft Office
- Account Reconciliation Processes
- Financial statements
- Interpersonal, active-listening, and critical thinking skills
- Proficient in Polish language
- Data Entry
- Superior analytical skills
- General ledger proficiency
- Administrative support
- Customer service

EDUCATION

Oakland University
Rochester Hills, MI • 3 2020

Bachelor of Science: Accounting and Finance
• Dean's List January 2020

Macomb Community College
Macomb, MI • 11 2016

Associate: Accounting

PROFESSIONAL SUMMARY

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP knowledge.

WORK HISTORY

Taylor Corp - Accountant
Lake Mary, FL • 04/2020 - Current

- Prepares necessary adjusting journal entries and period end financial statements.
- Executes core financial processes, including vendor setup and payment, operational expenses, administration of bank accounts and account reconciliations.
- Processes journal entries and performs accounting corrections to ensure accurate records.
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Prepares governmental reports in compliance with strict standards.

Msgcu - Branch Service Specialist
Warren, MI • 11/2017 - 04/2020

- Provided excellent customer care by responding to requests, assisting with product selection and handling ordering functions.
- Managed deposits, withdrawals, transfers and check cashing; verified customer identification, signature and balance information; processes loan payments; and opened/closed accounts.
- Ensured compliance with banking policies and audit procedures; maintained and balanced cash drawers on a daily basis.
- Overlooked ATM balances, refilled cash as needed and ensured the system is in good working order.
- Assessed caller accounts to determine member benefits, identify service needs and resolve issues.

Rush Enterprises - Cashier
Kansas City, MO • 09/2012 - 06/2017

- Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.
- Mentored new team members on POS system operation, customer service strategies and sales goals.
- Completed sales in excess of \$10,000 with near-zero error rate using POS system.
- Organized and reported on financial information to document payment histories and assist with sound financial accounting.
- Completed tasks quickly and handled multiple responsibilities at the same time.

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WORK HISTORY

Polish American Federal Credit Union - Accountant
Troy, MI • 04/2020 - Current

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Bozek's Market - Cashier
Sterling Heights, MI • 09/2012 - 06/2017

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