

JESSICA CLAIRE

✉ resumesample@example.com

☎ (555) 432-1000

📍 Montgomery Street, San
Francisco, CA 94105

PROFESSIONAL SUMMARY

Detail-oriented Accountant with one year effectively maintaining accurate accounting information for a large-scale Chinese company. Administrative professional possessing a strong desire to learn and grow professionally.

SKILLS

- Invoice coding familiarity
- Account reconciliation specialist
- MS Office Suite
- Accounts payable specialist
- Quick learner
- Well organized

EDUCATION

Boston Univeristy
Boston • 2016

Master of Science: Administrative
studies with a concentration in
Financial Economics

- Top 25 % of class

Sichuan Univeristy
China • 2014

Bachelor of Arts: Accounting

- Recipient of school Scholarship
- Member of student Union

WORK HISTORY

Apartment Investment & Mgmt - Accountant
Vacaville, CA • 2017 - Current

Responsible for accounts payable and accounts receivable; creating invoices, entering and paying bills, generating checks, and customer/supplier communication.
Assisted with monthly bank reconciliations including check cancellation in QuickBook pro and account research.
Managed office duties, including correspondence, document filing, and answering phones.

Jones Lange Lasalle Inc. - Banking Teller
City • 06/2014 - 04/2015

Recording daily revenue and spending Making monthly account checking;
Making E-bank and bank payments and transfers and keeping vouchers
Transcribing the bank deposit journal;

CHINA CITIC BANK - Intern
City • 05/2012 - 07/2012

Learning administration knowledge and the basic work flow.
Assisting with meeting affairs and correspondence and recording the meeting minutes.
Providing customer service.