

SAMANTHA SMITH

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404.482.5100

OBJECTIVE

Looking for opportunities in the Atlanta area that allow me to grow and build upon my core skills.

KEY SKILLS

- Experience in managing account receivable and accounts payable 3+years
- Experience with accounting programs such as Epicor, Yardi, and QuickBooks
- Participated in payroll operations and time card validation
- Proficient in Excel, PowerPoint, Word
- Typing 45-50 wpm
- Experience Excel user (V lookup, Pivot Table, formulas)
- Experience in social media marketing campaigns
- Ad hoc management finance projects (validating projects in company portal)
- Participated in creating supporting documentation for journals and key organizational skills and follow-up to ensure projects are delivered on time within budget.
- Self-motivated and desire to learn

EXPERIENCE

OSPREY CORPORATION - ATLANTA GA

PROVIDES SERVICES TO FORTUNE 500 COMPANIES SUCH AS PROCTER & GAMBLE, AND KIMBERLY CLARK

EXECUTIVE ASSISTANT/ACCOUNTING ASSISTANT

DECEMBER 2016 – JULY 2017

- Created account receivables
- Created accounts payable
- Responded to client queries and created quotes
- Collaborated with sales team for follow-up action
- Ad Hoc management projects

CLUBCORP - LOS ANGELES, CA/MONTGOMERY, AL/CUMMING GA

RECEPTIONIST AND FORMAL SERVER JUN 2011/JUNE 2015

- Answered phones and emails
- Operated the computer systems and coordinated events and reservations
- Operated the Aloha computer systems and transacted payments
- Helped others and worked in a team effort to accomplish work

TEMPORARY ASSIGNMENT: APPLE ONE

RED BULL - SANTA MONICA

ADMINISTRATIVE ASSISTANT MARCH 2014

- Created account receivables
- Created accounts payable
- Responded to client queries and created quotes
- Collaborated with sales team for follow-up action
- Ad Hoc management projects

TEMPORARY ASSIGNMENT: APPLE ONE

THE HERCULES CAMPUS, LLC – LOS ANGELES, CA

PROPERTY ASSISTANT JAN2014/MARCH2014

- AP/AR, 5-10 invoices weekly
- Entered work orders and purchase orders in Yardi
- Assisted the property management team

EDUCATION

- Faulkner University, Montgomery AL / LACC, Los Angeles CA
- Business Major, Music Minor
- Academic Achievements: Dean's List (3.8 GPA), First place in University writing contest