

S. Conner Schiller

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WORK IN PROGRESS

Education:

Professional Certificate - Finance (March 2015)
University of California, San Diego

Bachelor of Science - Biology (December 2012)
University of California, Santa Cruz

Computer Skills:

Microsoft Office (Excel, Word, PowerPoint, Outlook)
Accounting Software (QuickBooks, Property Boulevard)

Work Experience:

Accounts Payable Specialist – *Suntrek Industries Inc.* (2015-2017)

- Process all invoices for California offices
- Reconcile all company credit cards
- Research and resolve invoice discrepancies
- Contact new contractors for new account information
- Coordinate with project manager to verify received and shipped product

Accounting Assistant - *CSCI Inc.* (2013-2015)

- Assisted in the implementation of the QuickBooks system
- Responsible for accounts receivable and accounts payable
- Complete bank reconciliations and journal entries when needed
- Review payment and deposit information for accuracy

Extras:

NCAA Men's Tennis Championship winning team member, 2009
First place in campus-wide Piano Performance scholarship competition, 2008

Knowledge gained:

- Keep motivated and create a productive work environment
- Work effectively as a team to accomplish difficult goals
- Maintain sharp focus and discipline throughout the day
- Exceptionally hard worker and fast learner