

Eric Cheyne

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(747) 494-0945

Experience

Amazon *Fulfillment Associate* (2019 – 2021)

- Picked, packed, and shipped over 50,000 customer orders daily.
- Maintained a clean and organized work environment, reducing safety incidents by 15% through strict adherence to protocols.

Regal Medical Group *Accounting Clerk* (2019)

- Managed invoices, managed business transaction records, and processed bills.

Cedars-Sinai *Accounts Payable Clerk* (2018 – 2019)

- Processed payments, paid vendors, reviewed purchase orders, and resolved discrepancies.

Charter Impact *Accounting Clerk* (2017 – 2018)

- Maintained financial records and reconciled bank statements.

Davis Research *Quality Assurance Associate* (2014 – 2016)

- Handled an average of 500+ outbound calls daily, resolving customer inquiries and issues with a 95% satisfaction rate.
- Provided training and support to new associates, contributing to a 30% reduction in onboarding time.

Westwood Financial *Property Accountant* (2006 – 2012)

- Managed financial reporting for a portfolio of 100+ properties, ensuring timely and accurate month-end closings.
- Reconciled bank accounts, general ledgers, and tenant accounts, maintaining a 99% accuracy rate in financial records.
- Coordinated accounts payable and receivable, including rent collections and vendor payments, improving cash flow management by 15%.

Education

CSU Fullerton *M.S. Computer Science* Expected 12/2025

UCLA *Accounting Certificate* 2014

Cal State Los Angeles *B.S. Business Administration* 2005