

Jeidi Garcia

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Work Experience

Bookkeeper

Allied financial Services - Township of Hamilton, NJ

February 2018 to Present

- Reviewed purchase documents and company receipts for reconciliation with statements.
- Prepared accurate financial reports each month by collecting, analyzing and summarizing account information.
- Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.
- Managed accounting closings, accounts payable and financial reporting for multiple clients.
- Performed general accounting functions such as reconciling balance sheet accounts assisting with P&L statements and preparing journal entries.
- Transferred customer accounts from excel to QuickBooks, resulting in accountability and efficiency of customer account management

Tech Support

Staples - Princeton, NJ

February 2017 to January 2020

- Responded to assistance requests from users and directed individuals through basic troubleshooting tasks.
- Disassembled computer systems to troubleshoot and resolve hardware issues.
- Removed malware and viruses from laptops and desktop systems using specialized software.
- Organized bench supplies and performed inventory counts.
- Repaired iPhone Screens and Battery repairs.
- Sales Experience; assisted clients with help in purchasing their PC's and/or printers.

Education

Associate of Arts in Computer Science And Programming

Mercer County Community College West Windsor - West Windsor, NJ

May 2022

High School Diploma

Trenton West Campus High School - Trenton, NJ

June 2017

Skills

- Precision and Accuracy
- Document Coding and Classification
- Bilingual
- Proactive and Self-Motivated
- QuickBooks Desktop
- Technical Support
- Java Script Language
- IOS
- Help Desk
- Time Management
- Microsoft Office
- Personal Bookkeeping English Professional Spanish
- Accounting
- Microsoft Excel
- Windows
- Java
- Computer Science
- Software Testing
- Bank Reconciliation
- Journal Entries
- Customer service

Languages

- English - Fluent
- Spanish - Fluent