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Jasmine Neal

EDUCATION

University of Technology Sydney (UTS)

Bachelor of Business, Accounting and Finance major

University of Sydney (USYD)

Full-Stack edX Coding Bootcamp

CAREER OBJECTIVES

Hard-working Accounting and Finance Major aiming to leverage my skills to contribute to the development and implementation of effective technology solutions for reporting and analysis.

PROFESSIONAL EXPERIENCE

Auditor

July 2022 - Present

Reserve Bank of Australia

- Actively communicated and collaborated with stakeholders at all levels to build strong working relationships and promote a culture of compliance and continuous improvement.
- Performed detailed testing of internal controls to ensure compliance with policies, procedures, and regulatory requirements.
- Evaluated the effectiveness and efficiency of operational processes, identifying areas for improvement and recommending enhancements.
- Prepared comprehensive audit reports detailing findings, recommendations, and action plans.
- Conducted follow-up audits to ensure the implementation of recommended actions and assess their effectiveness.

Management Accountant

February 2021 – June 2022

Reserve Bank of Australia

- Analysed financial data and prepared accurate management reports for decision-making purposes.
- Conducted variance analysis to identify deviations from budgeted targets.
- Prepared and monitored budgets, ensuring alignment with organizational goals and objectives.

- Utilized advanced Excel functions and financial software to analyse and interpret complex financial data.
- Actively participated in finance business partnering, collaborating with various departments to provide insights, analysis, and recommendations.

Sustainable Waste Management Casual

March 2019 – July 2021

Cleanaway

- Sorted household and hazardous chemicals, whilst upholding stringent safety measures.
- Managed risks and EPA legislative requirements to manage customers safety and fulfil sustainable waste management needs.
- Surveyed customers and mitigated complaints.

Accounting Intern

July 2019 – November 2020

Strategic Accountancy Solutions

- Prepared Business Activity Statements (BAS) and Individual Tax Returns (ITR) for owner to review and lodge.
- Set up of clients Single Touch Payroll and processing payroll in XERO.
- Liaised with clients and Taxation Office to update client records and arrange payment plans.
- Maintained online filing systems and record keeping.
- Examined and reconciled bank statements and general ledger entries.
- Set up client's depreciation schedule and tax deductions as per the ATO.

Customer Service Administration

November 2017 – December 2019

The Complete Basketcase

- Invoiced orders on XERO and collected account receivable.
- Managed telephone, web and email enquiries.
- Resolved customer complaints.
- Managed company operations whilst owner was on holidays.
- Achieved a 5/5 customer feedback rating on live chat forum.

Service and Site Work Assistant

January 2015 - November 2018

Total Air Balancing

- Operated company books using MYOB and collected outstanding receivables.
- Achieved cost reductions of \$5,000 in the first fiscal year of business.
- Analysed customer feedback and typed reports for completed jobs.

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ACHIEVEMENTS

- University Results: 6.38/7 GPA.
- University Results: 9 High Distinctions, 4 Distinctions.
- HSC Results: 3rd in the state in General Mathematics.
- HSC Results: 93.4 ATAR.
- Certificate in Live Production and Services 2016.

AWARDS

- 2019 UTS Accomplish Award- Platinum.
- 2018 UTS Business School Deans Merit List.

SKILLS

- Coding languages: HTML, CSS, JavaScript, MySQL
- Packages/technologies: Node.js, Express.js, Sequelize, React
- Deployment: Heroku, Git
- Databases: MySQL, MongoDB
- Experience with XERO, XERO Practice Manager, MYOB & RECKON accounting software and features.
- People orientated with strong interpersonal skills.
- Highly motivated to strive for excellence.
- Always shows initiative with genuine interest and willingness to learn.
- Excellent communication both written and verbal.
- High attention to detail with strong organisational skills.
- Leadership and coordination in the workplace environment.
- Efficient in Word, Excel, PowerPoint, Outlook and WooCommerce.
- Strong experience in customer service including resolving customer queries and complaints.

REFEREES

Available upon request.