

Mikelanne Wood

Self-motivated, detail oriented, organized professional offering a mix of experience in leadership, customer service, administration and animal welfare. I thrive in a fast paced and ever changing environment. Diplomatic and tactful in all communication.

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EXPERIENCE

Syrinx Consulting Corporation, Remote — Accounting Clerk

November 2017 - Present

Use of Bill.com and Quickbooks to process AP Vendor bills and resolve discrepancies. Generate reports in Quickbooks and excel for the Manager of Accounting & Finance to prepare for the weekly client billing. Other clerical accounting tasks as required.

Raglan Road Irish Pub, Orlando — Server

November 2018 - Present

Use time management, organization, and communication skills to ensure a positive experience for guests and a successful night for the restaurant.

Universal Studios, Orlando — Server

August 2016 - November 2018

Use time management, organization, and communication skills to ensure a positive experience for guests and a successful night for the restaurant.

Walt Disney World, Orlando — Hostess/Trainer

May 2013 - October 2016

Worked closely with management to lead a team of hosts and provide guests with magical experiences. Organize the floor plan and duties for the host staff while providing conflict resolutions for both employees and unhappy guests. Daily financial paperwork as needed. Trained most incoming employees on job specifics as well as Disney culture and work environment.

EDUCATION

University of Central Florida, Orlando — English BA - English Literature

August 2015 - August 2018

SKILLS

Organization.

Communication.

Time management.

Writing.

Editing.

Proofreading.

Research.

Training.

VOLUNTEER

Foster Coordinator for
Endless Pawsibilities Animal
Rescue