

Vincent Occhino

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Objective

Entry level position in a company with an opportunity for growth

Summary of Qualification

- I have a BS in business administration with a concentration in accounting and have extensive customer service experience.

Education

California State University Monterey Bay

Seaside, CA

January 2016 – June 2018

Bachelor's Degree in Business Administration with a concentration in Accounting

Orange Coast College

Costa Mesa, CA

Graduated May 2015

Associate in Science Degree for Transfer in Business Administration

- Entry Level Accounting Certificate

Experience

Raymond James

Fountain Valley, CA

January 2016 – Present

Accountant

- Payroll
- Bookkeeping

Orange County Jumpers

Huntington Beach, CA

October 2012 – January 2016

Office Manager

- Data entry into QuickBooks
- Inputted checks into QuickBooks
- Created invoices used for confirmation

Carl's Jr.

Fountain Valley, CA

June 2006 – September 2010

Shift Supervisor

- End of the day deposit and data entry
- Employee Supervisor
- Cash reconciliation
- Daily inventory
- Handled customer complaints and resolution

Skills

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Accounting software (QuickBooks)
- Familiar with Microsoft Access
- Google Docs
- Basic website design
- Data analysis using JMP