

Vincent Occhino

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Objective

Entry level Accounting position in a company with high growth potential

Summary of Qualification

- Financial accounting, managerial accounting, and financial training

Education

California State University Monterey Bay

Seaside, CA

January 2016 – Expected May 2018

BS degree in Business Administration with a concentration in Accounting

Orange Coast College

Costa Mesa, CA

August 2006 – May 2015

Associate in Science Degree for Transfer in Business Administration

- Entry Level Accounting Certificate

Fountain Valley High School

Fountain Valley, CA

September 2002 – June 2006

Diploma

- Cross Country
- Track

Experience

Orange County Jumpers

Huntington Beach, CA

October 2012 – January 2016

Office Administrator

- Answer the phone and reserve jumpers for customers
- Input Checks in system
- Create invoices and send them out via email as a confirmation email
- Data entry into QuickBooks

Carl's Jr

Fountain Valley, CA

June 2006 – September 2010

Shift Supervisor

- Daily inventory
- End of the Day Deposit
- End of the day data entry
- Counted drawers to make sure the money and sales matched

Skills

- Proficient in Microsoft Office
- Know accounting software (QuickBooks) and information systems
- Know Microsoft Access

References

Available upon request