

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105

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## SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## SKILLS

- Timely
- Fast-learner
- Proficient in Microsoft Office
- Highly analytical
- Thrives under pressure
- Patient
- Valued team player
- Organized

## INTERESTS

Buffalo Creek Golf Club, Rockwall, TX May 2012-August 2012 \*Maintain golf carts and driving range

## EDUCATION AND TRAINING

December 2017 : **Accounting**  
**Texas A&M University-Commerce** - Commerce, TX  
GPA:  
Graduate GPA: 3.58

August 2015 **BBA: Accounting**  
**Baylor University** - Waco, TX  
GPA:  
Accounting GPA: 3.0 GPA: 3.28

## EXPERIENCE

03/2016 to 03/2018 **Accountant**  
**Abs Group Of Companies** â€™ Seattle, WA,

- Reconcile bank accounts daily Process accounts payable Maintain general ledgers Create and modify existing Excel documents Maintain and process payroll Maintain accounting system Perform month-end procedures and account reconciliations Create and modify existing journal entries Perform accounting data reconciliations and verifications Prepare and file 1099s, 941s, 940s, W-2s, and C-3s Pay payroll taxes every pay period using the Electronic Federal Tax Payment System (EFTPS) Roll over tax and fiscal years at year-end and perform all closing procedures Organize and prepare files for yearly audit.

06/2015 to 08/2015 **Office Assistant**  
**Aspire Public Schools** â€™ Modesto, CA,

- Answer phone.
- Deliver mail.
- Help professors maintain Excel documents.
- Organize papers for professors.

05/2014 to 08/2014 **Assistant**  
**Arcelormittal** â€™ Calvert, AL,

- Maintain Excel spreadsheets.

## ADDITIONAL INFORMATION

- Buffalo Creek Golf Club, Rockwall, TX May 2012-August 2012 Maintain golf carts and driving range Activities/Achievements President's Gold Scholarship Awarded 7,500/year for exemplary academic performance in high school and maintaining 3.0 cumulative GPA in undergrad Zeta Zigma Zamma (20012 - 2015) Mission Trips (2003, 2005, 2006, 2011) Bonaire (2003,2005) - Vacation Bible School helper Santa Gertrudis, Mexico (2006) - Building houses, testimony Victory Ranch; Eastover, South Carolina (2011) - Prepping location for Army retreat, shared testimony with army men

## ACTIVITIES AND HONORS