

# Jessica Claire

100 Montgomery St. 10th Floor (555) 432-1000 resumesample@example.com

<b>SUMMARY</b>	<p>Skilled employee with a positive attitude Friendly Account with 2 years of experience supporting accounting teams in financial planning and management. Well-versed in preparing tax invoices, completing complicated calculations and verifying invoices. Bringing excellent communication and collaboration skills to complete assigned tasks.</p>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>Tax return filing</li><li>Payroll liability and deductions</li><li>Year-end close</li><li>Payroll management</li><li>General ledger accounting</li><li>Accounting and bookkeeping</li><li>Strategic planning</li><li>Accounts payable</li><li>General ledger entries</li><li>Payroll administration</li><li>Account reconciliation</li><li>Adobe software proficiency</li><li>A/P and A/R</li><li>GAAP Accounting</li><li>Proficient in</li><li>Proficient in Medical Software such as ADS,Ibeza,EMR.</li><li>Proficient in Excel,Microsoft Word,PowerPoint,Access</li><li>Sage 50 US proficiency</li><li>QuickBooks</li><li>Textura and Procore (Contractor's Billing Software)</li></ul>
<b>EXPERIENCE</b>	<p><b>ACCOUNTANT</b> 02/2020 to CURRENT</p> <p><b>Us Oncology, Inc.   Columbia, MD</b></p> <ul style="list-style-type: none"><li>Analyzed financial statements and income statements to review company's financial performance.</li><li>Prepared monthly and year-end closing statements, financial documents and invoices.</li><li>Investigated and resolved discrepancies in monthly bank accounts.</li><li>Balanced reports and batch summaries to submit for approval.</li><li>Collaborated extensively with auditors during preliminary and year-end audit processes.</li><li>Monitored company costs and presented budget forecasts for each quarter.</li><li>Managed accounts payable, accounts receivable, bank reconciliations and payroll function.</li><li>Prepared month-end closing entries for detailed reporting and recordkeeping.</li><li>Reviewed and reconciled discrepancies in accounts and financial documentation.</li><li>Coded invoices and other records to maintain organized and accurate records.</li><li>Processed payroll and reviewed employee liability balances in support of HR objectives.</li><li>Reviewed AP general ledger entries and deposits for contract compliance.</li><li>Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.</li></ul> <p><b>OFFICE MANAGER</b> 12/2016 to 12/2018</p> <p><b>Chase Brass   Wheeling, IL</b></p> <ul style="list-style-type: none"><li>Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions</li><li>Other duties were, prepare invoices for every shipment dispatched in the company</li><li>Managed office inventory and placed new supply orders.</li><li>Handled scheduling and managed timely and effective allocation of resources and calendars.</li><li>Trained and mentored administrative staff members in company policies, daily task execution, and industry best practices.</li><li>Coordinated office activities and operations to secure efficiency and compliance with company policies.</li><li>Elevated customer satisfaction ratings by resolving client and case issues effectively.</li></ul> <p><b>PATIENT REPRESENTATIVE, SURGICAL COORDINATOR AND FRONT DESK</b> 06/2013 to 09/2014</p> <p><b>Emd Millipore   Wiesbaden, DE</b></p> <ul style="list-style-type: none"><li>Spoke to patients upon arrival to determine if personal data or insurance information had changed.</li><li>Supervised patient flow by checking in patients immediately upon arrival.</li><li>Informed patients of delays and approximate wait times upon arrival for appointments.</li><li>Documented patient intake and dietary requirements and aided with feeding and monitoring.</li><li>Responded to patient alarms and needs-assessment requests to identify a course of treatment.</li><li>Checked patient insurance and collected pre-authorizations from providers.</li><li>Worked with operating facilities to schedule procedures on behalf of surgeons.</li><li>Booked surgeries according to physician volume and maintained prompt turnaround times.</li><li>Gathered current medical information and reviewed histories to gather details for surgeons.</li><li>Distributed treatment and procedural information to patients.</li><li>Managed patient check-in and check-out procedures and processed payments.</li><li>Located scheduling barriers and implemented appropriate solutions.</li><li>Coordinated work processes and routed paperwork to appropriate physicians and staff members.</li></ul> <p><b>SPECIALIST</b> 09/2009 to 07/2012</p> <p><b>Ministry Of Public Health   City</b></p> <p>Specialist A in economic management at the department of Foreign trade and currency, where the performance of the principal tasks was:</p> <ul style="list-style-type: none"><li>Performed budget formulation work involving review and preparation of budget estimates and financial plans for the national health system</li><li>Monitored budget execution work, including obligations incurred and actual expenditures of funds.</li><li>Determined and tracked budget expenses with accuracy and transparency.</li></ul> <p><b>EDUCATION AND TRAINING</b></p> <p><b>MBA   Accounting</b> 01/2019</p> <p><b>Metropolitan University Ana G, Miami Lakes</b></p> <p><b>Accountant Clerk. and QuickBooks</b> 01/2016</p> <p><b>Miami Coral Park Adult</b></p> <p><b>H&amp; Block, Income Tax Course   Income Tax</b> 01/2015</p> <p><b>HR &amp; Block , Atlanta, GA</b></p> <p><b>Pcot Graduated Studies   Business Administration And Management</b> 04/2010</p> <p><b>Havana University , Havana</b></p> <ol style="list-style-type: none"><li>Management Behavior.</li><li>Interaction Between the Economy and the Citizen.</li><li>Negotiation Techniques.</li><li>Conflicts, Resolution Techniques, Mediation in Conflict Resolution.</li><li>Ethics and Behavior</li></ol> <p><b>Bachelor of Arts   Business Administration</b> 07/2009</p> <p><b>University of Havana , Havana</b></p> <ul style="list-style-type: none"><li>Thesis: Analysis and strategic Diagnostic for the Vice-Presidency of Mobile Services of Cuba's Telecommunications Company S.A (ETECSA). Strategic Formulation</li><li>Major in Business Administration</li></ul> <p><b>Associate of Arts   Accounting</b> 01/2004</p> <p><b>Accounting Technician Institute Antonio Guiteras Holms, Havana</b></p> <ul style="list-style-type: none"><li>Thesis: Costs for Universals Warehouse</li><li>Major in Accounting</li></ul> <p><b>LANGUAGES</b></p> <p><b>English:</b> Negotiated</p> <p><b>Spanish:</b> Negotiated</p>