

# Janet Yeanga

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## OBJECTIVE:

To obtain an opportunity in the accounting field that utilizes my education and enhances my work related skills.

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## SUMMARY OF QUALIFICATION:

- High level of critical accounting analysis, and attention to detail
- Advance skills in deterring related accounting discrepancies, intermediate auditing ability
- A strong critical thinker, empathic and active listener, experience assisting others with their purchasing needs, and resolving any problems or issues that arose
- Able to work well with others in a team or independently on multiple tasks and meet deadlines effectively
- Computer: Microsoft Excel, Word, PowerPoint, Access, Outlook and Internet research savvy

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## EDUCATION:

University of Massachusetts Boston, Boston, MA August 2014  
*Bachelor of Science in Business Management, Major: Accounting*

Stella Maris Polytechnic, Monrovia, Liberia 2004-2008

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## RELEVANT COURSES:

Accounting Principles 1 & 2	Marketing Principles
Intermediate Accounting 1 & 2	Business Communications
Managerial Accounting	Operation Management
Accounting Information System	Corporate/Business Finance
Cost Accounting	Strategic Management
Auditing	Business Law

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## EXPERIENCE:

Marian Manor, South Boston, MA June 2014-present  
Intern-Account Receivable

- Responsible for maintaining Residents accounts, entering information into the companies ERP system from cash receipts and incoming payments.
- Reconcile bank balance with the company's book balance at end of each month
- Track all census activities and notify all departments, update changes in the Path links system.
- Work with CEO to ensure measures are taken that prevent billing errors in all federal, state and private insurance companies.

Sept. 2010-present

### *Nursing Assistant*

- Assist elders with their daily living activities including help schedule their appointments, verify their meal plan, document their activities on a daily basis to keep track of their well being
- Work with challenging patients that have Alzheimer's, trained to recognize patient signals and communication efforts in order to ensure they are comfortable and receiving appropriate care

Home Depot, Boston, MA Sept. 2009-Aug.2010  
*Head Cashier*

- Motivated associates to sell to customer needs best to meet sales goals
- Trained and enforce Company's procedures and policies
- Accomplished financial objectives by ensuring, bookkeepers and sales records reconcile, analyze cash variances, and audit of cashiers

*Cashier* Sept. 2009-  
Mar.2010

- Operated register handling all cash and credit transactions, ensuring register balanced at end of shift
- Provided prompt and courteous service to patrons assisting them with their purchasing needs

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EXTRACURRICULAR EXPERIENCE:

President, Nimba County Student Association, Stella Maris polytechnic, Monrovia, Liberia

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CERTIFICATE:

United Nation, Liberia National Police