

Rose Clegg

698 Prospect St. North Dighton, MA 02764

(C) 978-478-8866

rose.clegg@gmail.com

Overview

Hard working professional seeking gainful employment

Skills

- Personnel Supervision
- QuickBooks
- Accounts Receivable
- Accounts Payable
- Microsoft Office (Excel, Powerpoint, Outlook, etc.)
- Database Management
- Customer Service
- Sales

Experience

Managerial Accounting Intern

(2014 – Pres)

W-Fitness, Foxborough, MA

- Worked alongside the Controller
- Assisted with managing payroll using Advantage
- Assisted with accounts payable and accounts receivable using QuickBooks
- Assisted front desk staff
- Monitored social media accounts

Guest Services Representative

(2012 – 2015)

Extended Stay America, Waltham, MA

- Utilized NiteVision software
- Increased revenue thru cold calling sales inquiries
- Trained 5-10 front office staff associates
- Monitored 140 guest rooms and evaluated cleanliness per corporate standards
- Responded quickly and accurately to customer complaints
- Monitored actual hours worked for 5 housekeeping personnel

Business Administration Intern

(2014 – 2014)

Communities United, Inc., Watertown, MA

- Processed new/returning student applications
- Utilized Child Plus and Kinderwait databases daily
- Managed Accounts Receivable in QuickBooks
- Developed and maintained Income/Expense Excel documents for 5 child care centers
- Assisted with End-of-Year investor presentation

Education

Bentley University, Waltham, MA

(2011 – 2015)

- Bachelors of Science in Corporate Finance and Accounting
- GPA 3.20

References

Available upon Request