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| 308 Boundary Avenue, Staten Island New York 10306 •850-826-0064•Ditiana.Casker@gmail.com | | | |
| Ditiana Casker | | | |
| Experience | | | |
| October 2011-February 2012 | | West Corporation | Pensacola, FL |
| Customer Account Executive  * Responsible for answering incoming calls from subscribers regarding: * Billing cycles. * Credits and adjustments. * Relaying information to supervisors. * Payment extensions. * Monitoring daily call handle time to company expectations. * Passing all company Quality Assurance Call monitoring. | | | |
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| January 2010-July 2010 | | Dick Howser Center | Tallahassee, FL |
| Bookkeeper  * Sole Bookkeeper to maintain A/R, A/P and billing in Quickbooks for children, employees and home day care providers across two counties. * Work closely with the CFO to create more efficient and accurate spreadsheets to assist with daily cash inflows and outflows. * Prepared quarterly reports and tax returns. * Prepared bank deposits and reconciled monthly bank statements. * Process and bill for monthly grants the company received. * General Administrative duties. * Knowledge of Non Profit environment. | | | |
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| August 2007-January 2010 | | Goodwill Industries, Big Bed, Inc. | Tallahassee, FL |
| Accounting Assistant  * Assisted the Controller in A/R, A/P and Payroll. * Process weekly salvage reports and cross verification of amounts listed. * Prepare bank deposits and reconcile monthly statements. * Process, verify and distribute Employee Expense report checks. * Construct yearly depreciation schedules. * Solely responsible for preparation and filing of Form 1098-C. * Completely took over A/P duties for 3 months being fully responsible for all aspects of the job. * Assisted with special accounting projects. | | | |
| Education | | | |
| Aug 2007-Apr 2011 | Florida State University | | Tallahassee, FL |
| Bachelor of Science in Accounting  * Member of Women In Accounting * Florida Bright Futures Recipient, 2007-2011 * Mac Tyner Scholarship Recipient, 2008-2011 | | | |
| References | | | |
| References are available on request. | | | |