

Gage Irlmeier

Clive, IA 50325

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Objective: Find an internship or summer job that will help build my knowledge in the finance industry and strengthen my experience while making new connections along the way.

Skills Summary

I am a quick learner and pay strong attention to detail. I am capable of meeting goals on time with minimal supervision. I interact effectively and work great with all levels of staff.

Willing to relocate to: Ankeny, IA - Ames, IA - Des Moines, IA

Authorized to work in the US for any employer

Work Experience

Accounting Internship

Premier Tech - Johnston, IA

January 2023 to Present

- Processed transactions using accounting software Sage 100 Contractor
- Matched purchase orders with invoices - Accounts payable administration
- Checked reminders and took the necessary actions
- Prepared general ledger reconciliations
- Completed month end journal entries and recurring entries in a timely manner
- Assisted in end of fiscal year work papers quickly to ensure a successful and timely transition
- Prepared and maintained documentation to support administrative activities and reporting
- Assisted in entering AP invoices and accruals into accounting software JD Edwards
- Entered in budget numbers and assisted with audit work papers
- Attended financial job/project review meetings and administration team meetings

Mover/Helper

515 Staging, Inc. - Des Moines, IA

August 2022 to Present

- Move furniture and other heavy items into houses or moving truck
- Collaborate with co-workers to fit furniture in certain areas
- Utilize teamwork by carrying heavy items and measuring walls
- Set up furniture and other items in a neat manner for customer appearance

Volunteer Work

Joppa - Des Moines, IA

July 2022 to Present

- Assist homeless in getting essential supplies
- Communicate with team members effectively
- Organize shelves in a neat manner

Residential and Commercial Painter

Brush Bros - Des Moines, IA

May 2021 to January 2023

- Assisted in developing estimates and invoices with basic accounting skills.
- Painted vacant 2, 3, and 4-bedroom homes (interior and exterior)
- Communicated effectively with all levels of staff, vendors, and tenants
- Completed make-ready checklists for landlord to assure a timely turn-around
- Performed move-out inspections to assess charges for a potential deposit refund
- Assisted on make-ready staff in meeting deadlines
- Maintained lawn and landscaping for property curb-appeal
- Utilized personal transportation to pick up replacement parts and supplies from vendors

Assistant Property Manager

Meadow Vista Parkside - Altoona, IA

May 2021 to August 2021

- Entered weekly invoices into Yardi software for Accounts Payable
- Entered and processed rent checks for deposit into Yardi software
- Completed monthly variance reports associated with budgeting
- Reconciled bank statements connected with the general ledger

Inshop/Cashier

Jimmy Johns - Urbandale, IA

May 2018 to March 2020

- Operated register using basic accounting skills
- Greeted customers with enthusiasm to promote satisfaction
- Made sandwiches in a timely manner
- Restocked and organized shelves daily
- Delivered food safely to residents and businesses
- Helped take phone calls and communicate through the drive through

Greeter/Busser

Red Rossa Pizza - Clive, IA

August 2017 to April 2018

- Ran register and greeted customers in a professional manner
- Offered assistance and recommendations to all customers
- Used teamwork and communication skills to make pizzas for customers
- Cleaned floors, tables, and dishes with maximum efficiency

Mover/Helper

Do-Overz - Urbandale, IA

March 2017 to July 2017

- Interacted with customers and answered all questions with honesty to show loyalty
- Moved furniture and other heavy items into the store or a customer's vehicle with positive energy
- Collaborated with co-workers to fit furniture into certain spaces

Education

Bachelor's in Finance

Iowa State University - Ames, IA

August 2020 to Present

Bachelor's in Business Management

Iowa State University

August 2020 to Present

High School Diploma

Valley High School - West Des Moines, IA

May 2020

Skills

- Yardi
- General Ledger Accounting
- Moving Experience
- Accounts Payable
- Journal Entries
- Tableau
- Microsoft Word
- Microsoft Access
- Microsoft Excel
- Account Reconciliation
- Performance Evaluation (Less than 1 year)
- Bank Reconciliation
- Asset Management

Certifications and Licenses

LinkedIn Learning Certification of Completion in Tableau Essential Training

Present

LinkedIn Learning Certification of Completion in PivotTables in Depth

Present

LinkedIn Learning Certification of Completion in Python Quick Start

LinkedIn Learning Certification of Completion in Excel Essential Training