**Meri Iskali**

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**GITHUB:** <https://github.com/iskaligithub>

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**OBJECTIVE:**

Dynamic highly qualified professional with knowledge in accounting and bookkeeping principles and wanting to change my major in Computer Science, Information System, and Cybersecurity.

**SKILLS:**

Clerical Accounting, Bookkeeping, 10-Key, QuickBooks, Excel, Access, Microsoft Office, Java, Python, JavaScript, Data Analysis, Data Modeling, Generating Data, NoSQL, JSON, MongoDB, Hadoop, ETL, PL/SQL, SQL Server, Tableau, HTML/CSS, Bootstrap

**EDUCATION:**

12/20218 – 05/2021 CERTIFICATE OF PROFICIENCY IN DATABASE DEVELOPER – ST. LOUIS COMMUNITY COLLEGE

06/2020 - 08/2020 CERTIFICATE OF COMPLETION SUMMER INTERNSHIP SYSTEM ANALYSIS AND DESIGN – VISBILE SYSTEM CORPORATION

08/2015 - 05/2018 CERTIFICATE OF SPECILIZATION IN WEB DEVELOPER – ST. LOUIS COMMUNITY COLLEGE

08/2013 – 12/2014 CERTIFICATE OF SPECLIZATION IN COMPUTER ACCOUNTING TECHNOLOGY – ST. LOUIS COMMUNITY COLLEGE

7/2013 - 7/2013 CERTIFICATE OF COMPLETION IN EXCEL – ST. LOUIS COMMUNITY COLLEGE

7/2013 - 7/2013 CERTIFICATE OF COMPLETION IN QUICKBOOKS – ST. LOUIS COMMUNITY COLLEGE

08/2005 – 05/2011 BACHELOR OF SCIENCE IN ACCOUNITNG – HARRIS STOWE STATE UNIVERSITY

**PROJECT EXPERIENCE:**

**ChildSexTrafficking**

* Worded on it for my internship with Visible Systems Corporation
* Used generatedata.com to generate data into Excel, SQL, and XML
* Used Visible Analyst to create Entity Relationship Diagrams, Use Case Diagrams, and Busines
* Process Diagrams for Duke University

**Lulu’s Local Eatery**

* Build a website on Lulu’s Local Eatery restaurant using HTML, CSS, and JavaScript.

**WORK EXPERIENCE:**

**ACCOUNTING CLERK 10/2021 - PRESENT**

**EVANS & DIXON *FULL-TIME – ST. LOUIS, MO 63102***

* General accounting emphasis to assist in all levels of the accounting group
* File opening which is essentially the creation of new cases, clients and accounts
* Start the entire billing/invoicing process for the firm10/2020 – PRESENT
* Utilize a 3rd party web-based billing system
* Upload invoices to 1 of 27 websites

**RETAIL ASSOCIATE/STORE PROTECTION SPECIALIST 10/2020 - PRESENT**

**ROSS STORES *PART-TIME – ST. LOUIS, MO 63111***

* Maintains a high level of awareness on the sales floor to create a safe and secure shopping environment for everyone. Maintains clutter free, clear egress to emergency exits. Immediately corrects or reports any unsafe conditions or practices to Store Leadership.
* Treats all Customers and Associates with respect and courtesy; is always friendly and professional. Recognizes fellow Associates using Company recognition programs.
* Assists Customers in any way necessary – is register-trained, assists Customers with merchandise, and answers Customer questions in a polite and knowledgeable manner. Greets all Customers by making eye contact, smiling and saying “hello” throughout the Store as well as saying “thank you” with every register transaction.
* Always provide prompt and efficient responses to Customers. Responds to Customer Service calls immediately. Handles all Customer issues in a courteous and helpful way, calling a member of the Store Leadership when needed.
* Follows all policies and procedures concerning cash, check, charge card and refund transactions, voids and offline procedures. Maintains a high level of awareness and accuracy when handling bankable tenders.

**ACCOUNTS RECEIVABLE CLERK 03/2021 – 07/2021**

**DATAMAX INC. *CONTRACT – ST. LOUIS, MO 63139***

* Open and separate mail
* Open and separate checks
* Put down small balance and on account for checks that were paid on small balance and on account.
* Post lease only and both lease and AR checks into E-Auto
* Scan checks to the bank
* Process credit card payments on PayTrace
* Scan Accounts Payables into Therefore
* Send checks to customers on Excel

**ACCOUNITNG CLERK 06/2012 – 10/2020**

**TOM DUNN CPA *PART-TIME – CREVE COEUR, MO 63141***

* Weekly job duties include working as a transaction accountant reconciling over 20 clients bank statements and credit card statements while matching and organizing business receipts.
* Processing account payable to over 100 vendors per day matching check stubs with vendor invoices while placing them in check order for clients to review and sign.
* Filing
* Scanning
* Backup Receptionist

**DATA ANALYST INTERN 06/2020 – 08/2020**

**VISIBLE SYSTEMS CORPORATION *INTENRSHIP – BOSTON, MA 02108***

* Virtually used Visible Analyst for Data Analysis and Process to build a Use Case Diagram, Business Process Model, and Entity Relationship for Healthcare Clinical
* Data generation on generatedata.com for the Healthcare Clinical and Financial Services into Excel, SQL, and XML

**EVENT SPECLIAST 02/2011 – 06/2012**

**ADVANTAGE SALES AND MARKETING *PART-TIME – ST. LOUIS, MO 63131***

* Conduct Demo Events
* Create brand awareness and sell products to consumers
* Interact with consumers to sample the products

**LANGUAGES:**

* ALBANIAN – NATIVE – FLUENT
* ENGLISH – 2ND LANGUAGE - FLUENT