**Jessica Mangiameli**   
11808 Oakair Plz  Omaha, NE 68137  
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**Objective**Seeking a full-time or part-time job in the accounting field or media communications where my experience will be utilized and further developed.

**Education**   
**Metropolitan Community College,** Omaha, NE **graduated: May 2016**  
ACAAS Accounting

* **Graduated with high honors**

**Arizona State University,** Tempe, AZ **graduated: May 2014**  
B.A. English Literature  
Minor: United States History

* **Studied abroad in Sydney, Australia**
* **Attended Graduate classes at Oxford University, England**

**Papillion – LaVista High School,** Papillion, NE **graduated: 2010**  
  
**Experience**  
**Bookkeeper / Office Assistant**, Bumper & Auto of Omaha, Omaha, NE **June 2014 - Present**

* Used Excel and Quicken to keep track of sales and returns
* Filed credits & invoices
* Processed end-of-month statements
* Helped with hiring process

**Promotional Model**, Push Marketing & Promotions, Tempe, AZ **January 2013 – January 2014**

* Worked liquor promotions for Brown-Forman
* Worked the Phoenix Open 2013 & various food and make-up promotions

**Hostess**, Brat Haus, Scottsdale, AZ **August 2012 – January 2013**

* Greet guests and seat them
* Kept the restaurant organized

**Writer**, The DJ List **May 2012 – November 2012**

* Interview DJs
* Write concert and album reviews
* Paid internship

**Skills**   
Level 2 French Speaker, Punctual, Organized, Critical Thinker  
**Computer skills:** Quicken, Quickbooks, Wordpress, Sage 50, Peachtree, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Protools, Traktor, DDS, Opentext