

# Jennifer Akiko Morris

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Objective: **To obtain an internship in the accounting field**

## Education:

2018-2020	<b>Queens College;</b> Current GPA; 3.515 A.S. Major: Accounting Relevant Coursework: Intermediate Accounting 1, 2; Business Law 1, 2;	Flushing, NY
2014 -2017	<b>LaGuardia Community College</b> A.S. Major: Accounting Relevant Coursework: Principle Accounting; Introduction to Business; Introduction to Information Systems; People, Work & Organizations; Elementary Statistics	Long Island City, NY
2005-2008	<b>Kinki University Toyooka Junior College,</b> Faculty of International Education for Children	Tokyo, Japan

## Experience:

June 2019-March 2020 Commune at Krasi  
Receptionist

New York, NY

- Calculated and managed payments of clients.
- Booked appointments for clients.
- Helped satisfy customers demand.
- Manage Daily Report

August 2016-May 2018 Shizuka NY Day Spa  
Receptionist

New York, NY

- Calculated and managed payments of clients.
- Booked appointments for clients.
- Helped satisfy customers demand.

November 2013-June 2016 Beard Papa's Sweets Cafe.  
Shift Leader/Cashier Customer Service

New York, NY

- Trained new part-time employees.
- Created positive environment for clients.
- Ensure customer satisfaction though training employees and adhering to company policy.
- Quality Control

Skills: Proficient in: Javascript, HTML, CSS, JQuery, AJAX, Node.js, Bootstrap Microsoft Word, Excel, PowerPoint,

hard-worker, self-starter, leadership, organized ,positive, proactive, motivated, flexible, problem-solving skills, detail and results oriented.

References available on request.