

MELISSA BREWER | Web Developer

PROFILE

Driven Web Developer with 15+ years in money-handling, accounting, and customer service transitioning into the software development field with newly acquired coding skills. A consummate self-starter seeking to offer my knowledge and creativity to a growing team while continuing to learn in the field.

SKILLS

JavaScript, HTML, CSS, Microsoft Office Suite, Customer Service, Spanish (fluent)

EXPERIENCE

Bexar County

Accounting Clerk (2018 - PRESENT)

- Performed daily clerk checkouts and researched any clerk discrepancies through verification of daily cash and credit card receipts while processing routing slips to clear any overages and shortages
- Wrote and processed requisitions for wire transfers and daily remittances in a timely efficient manner.
- Accurately printed, labeled, and filed documents to be sent to the archive.

San Antonio Zoo

Senior Cashier (2016-2018)

- Managed the daily maintenance and function of the cash-room by training a team of cashiers in company procedure and creating schedules to ensure adequate coverage.
- Reviewed and verified daily cash log balances while performing manual counts to ensure cash on hand is accurate and daily cash reports are verified.
- Conducted reconciliation of any cash received across multiple accounts and reported any discrepancies directly to Controller/VP of Finance.

Vault Clerk (2007-2016)

- Tasked with counting, rolling, bundling, and bagging cash and other negotiable instruments as well as preparing bank deposits and cash disbursements.
- Reconciled cash drawers, petty cash, and ATM machines through the disbursement and receipt of funds to and from ATMs, clerks, and other cash handlers across the zoo.
- Processed change order requests and conducted daily room counts while maintaining daily reports in Excel.

EDUCATION

San Antonio College.....2002-2005
Highlands High School.....1998-2002