

Simone Cook

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OBJECTIVE

Resourceful and enthusiastic Software Engineer focused on achieving project objectives with speed and accuracy. Adept at using Python, JavaScript, HTML5, and other programming languages. Well-organized and collaborative team player with strong communication and analytical abilities.

EDUCATION

Winter Park High School, Winter Park, FL

Aug 2006 – Jun 2010

Scholarships: Florida Bright Futures Scholarship

Affiliations: Member of National Honor Society, Treasurer of Math Club, Captain of Women's Wrestling Team, and Captain of Women's Weightlifting Team

Udacity, Online

Expected: June 2022

Front End Development Nanodegree

Relevant Coursework: HTML5, CSS and JavaScript

Projects: Animal Trading Cards, Personal Blog Website, Pixel Art Maker and Landing Page

Scholarships: OneTen Scholarship

Other Courses

SheCodes Basics Workshop: HTML, CSS and JavaScript

SoloLearn: Python for Beginners, JavaScript, SQL, Python for Data Science

PROFESSIONAL EXPERIENCE

The Haskell Company, Jacksonville, FL

Feb 2021 – Present

Project Accountant

- Managed an average of 15-20 construction projects of varying size and complexity.
- Monitored project costs, managed cash flow, and approved invoices for payment.
- Compiled general ledger entries on a short schedule with 100% accuracy.
- Provided timely actuals, forecasts, and budget data for IT and corporate management.
- Analyzed and assessed data and information to verify entry, calculation, and billing code accuracy.

Consolidated Metals, Jacksonville, FL

Mar 2018 – May 2020

Accounting Specialist

- Executed financial reporting, managing prepaid accounts, schedules, reconciliations, event settlements, and month-end accruals
- Generated billing statements and invoices for customer purchases and recorded transaction dates, prices, and fees to support accuracy.
- Researched, gathered, and collected data to show progress and current costs to stakeholders.
- Supported management by processing invoices and documents with consistent on-time delivery.
- Implemented new accounting and operational systems to maximize efficiency and recordkeeping accuracy.

Coleman & Kaleel, Jacksonville, FL

June 2016 – May 2018

Bookkeeper

- Prepare and analyze monthly, quarterly, and yearly financial statements
- Used QuickBooks to complete payroll for 50+ employees and took detailed records of procedures.
- Eliminated discrepancies in finances by expertly documenting expenses, monitoring income, handling bank deposits and managing statements.
- Identified accounting errors when cross-referencing documents and database information.
- Analyzed, verified, and approved invoices and reviewed balances using financial software to assess balance sheet for variances.

Dajis Construction, Jacksonville, FL

May 2016 – May 2018

Office Manager

- Produced high-quality documents, spreadsheets, and presentations for internal and customer-facing needs using MS Office suite
- Streamlined office operations by computerizing activities, managing customer communications, scheduling payments, and tracking records and documents
- Developed and initiated projects, including managing costs, schedule, and performance

- Eliminated discrepancies in finances by expertly documenting expenses, monitoring income, handling bank deposits, and managing statements.
- Established workflow processes, monitored daily productivity, and implemented modifications to improve the overall performance of personnel.

AA Service & Repair, Jacksonville, FL

Mar 2013 – May 2016

Office Manager

- Maintained positive vendor relationships to build strong partnerships.
- Established workflow processes, monitored daily productivity, and implemented modifications to improve the overall performance of personnel, increase revenue and increase productivity times.
- Analyzed data related to company costs and spending trends to prepare budgets for personnel.
- Implemented project management techniques, developing actionable insights to overcome obstacles, and increasing team productivity by 40%.
- Managed department call volume of 350 calls per day and coordinated department schedules to maximize coverage during peak hours.
- Maintained professional demeanor by staying calm when addressing unhappy or angry customers; increased customer retention rates by 30%.

SKILLS & INTERESTS

Language: Python, JavaScript, HTML5, CSS, SQL, and Java

Computer: MS Excel, MS PowerPoint, MS Office, GitHub, Visual Studio, Chrome Developer Tools, Git, jQuery, JD Edwards, QuickBooks, Atom, Google Suite, Power BI

Soft Skills: Analytical and Critical Thinking, Problem Solving, Strategic Planning, Attention to Detail, Multi-tasking, Adaptability