

Sheryl Dubbs

Accounting

Yuma, AZ 85365

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#readytowork

Work Experience

Accounts Payable Clerk

Nature Fresh Farms Inc. - Yuma, AZ

December 2005 to May 2020

Accounts payable and Accounts Receivable, Administrative duties

Education

Associate in Computer Science

Grossmont College - San Diego, CA

January 2000 to January 2002

Skills

- Account Reconciliation
- Accounting
- Accounts Payable
- Accounts Receivable
- QuickBooks
- Agstar
- General Ledger Accounting
- Bank Reconciliation
- Journal Entries
- Office Management
- General Ledger Reconciliation
- Data Entry

Assessments

Attention to Detail — Completed

May 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/00f8edb97b778cc33d6e89f8bb1585f4eed53dc074545cb7

Accounting: Basic Principles — Completed

May 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/cd5fc414fc9c90e3185e4ecbcfd16f19eed53dc074545cb7

Verbal Communication — Proficient

May 2020

Speaking clearly, correctly, and concisely.

Full results: https://share.indeedassessments.com/share_to_profile/f0b56bcf8c233d216ec327c4c16d219eed53dc074545cb7

Data Entry — Proficient

May 2020

Entering data quickly and accurately.

Full results: https://share.indeedassessments.com/share_to_profile/69a2aa191a89e955d12b5dbaa081f4fceed53dc074545cb7

English Communication Skills: Typing — Completed

May 2020

Transcribing text using a standard keyboard.

Full results: https://share.indeedassessments.com/share_to_profile/2d04908e02ea2d418bbff2bdb1adf7cfeed53dc074545cb7

Spreadsheets with Microsoft Excel — Completed

May 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: https://share.indeedassessments.com/share_to_profile/bf6d453c985b22c7502c15b2abf0baeaeed53dc074545cb7

Project Management Skills: Time Management — Completed

May 2020

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: https://share.indeedassessments.com/share_to_profile/8ebf5d742b97bf05696abedc549c7ba1eed53dc074545cb7

Accounting Skills: Bookkeeping — Proficient

May 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/477f4a5db4cf711b81f5c60d99cb3155eed53dc074545cb7

Supervisory Skills: Interpersonal Skills — Highly Proficient

May 2020

Fostering a collaborative environment and conducting difficult conversations.

Full results: https://share.indeedassessments.com/share_to_profile/ee7cccdb071d3d3b9f77e8c4436deae9eed53dc074545cb7

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