

# MiKayla Kent

Cambridge, NE 69022

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(308) 340-2000

## Work Experience

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### **Accounting/Billing Clerk**

City of Cambridge

August 2019 to Present

Maintained utility, accounting, and payroll records

- Analyzed invoices/expense reports, issued checks & properly paid vendors
- Accountant for Cross Creek Golf Links

### **Human Resources/Administrative Assistant**

Nebraska Corn Processing

December 2018 to August 2019

Assisted with recruitment, record maintenance and payroll of all employees

- Scheduled appointments, conducted orientation, and made sure safety policies were followed
- Controlled expenses by receiving payments, processing, verifying and reconciling invoices

### **Administrative Assistant**

University of Nebraska Kearney - Kearney, NE

August 2015 to December 2018

Organized and scheduled meetings and appointments

- Answered and directed phone calls
- Maintained supplies inventory

## Education

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### **Bachelor's of Science degree in Business Administration & Management/Marketing**

University of Nebraska Kearney - Kearney, NE

August 2015 to December 2018

## Skills

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- Proficient in Microsoft Excel, Word, Outlook, Access, Powerpoint, and Quickbooks.. Knowledge of platforms such as Windows and Mac OS. Knowledge of various browsers including Chrome, Safari, and Firefox.
- Excellent listening and teamwork skills.
- Human Resources
- Accounts Receivable

- Operating Systems
- Bookkeeping

## Assessments

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### **Accounting Skills: Bookkeeping — Highly Proficient**

May 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/c880525a4f1676d47adcb5b266d0af3deed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/c880525a4f1676d47adcb5b266d0af3deed53dc074545cb7)

### **Attention to Detail — Expert**

May 2020

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

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/36bda6ce360556b576c31a11dfb48c37eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/36bda6ce360556b576c31a11dfb48c37eed53dc074545cb7)

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