

Ara Nazaryan

Glendale, CA

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(818) 294-0001

Authorized to work in the US for any employer

Work Experience

Sales Associate

Nordstrom - Glendale, CA

July 2018 to Present

- Built excellent customer relations for future business
- Explained information about the quality, value and style of products to influence customer buying decisions
- Set and exceeded sales goals while supporting those on my team
- Maintained knowledge of current promotions, policies regarding payment and exchanges, and security practices
- Administered all point of sale opening and closing procedures

Accounting Intern

Alatus Aerosystems - Industry, CA

December 2019 to January 2020

- Monitors cash account journal and enters entries for reconciliation to the general ledger
- Researches and provides accounting data and analyses for specific accounts
- Process/file accounts receivable billings, accounts payable records, purchasing invoices or assigned records
- Analyze account fluctuations and address discrepancies during month-end review

Sales Associate

Glendale - Glendale, CA

February 2016 to November 2017

- Greeting incoming customers and providing immediate assistance focused on their needs and preferences
- Processing sales transactions with cash, credit and debit payment methods, opening new credit lines, explaining weekly promotions, and providing quality customer service
- Reconciled receipts, reviewed and verified transactions to ensure store guidelines were met
- Answering phone calls, monitoring inventory, and maintaining and organizing sales floor

Contractors Assistant

VN Tile & Stone - Norwalk, CA

October 2013 to June 2015

- Managed high-volume communication with subcontractors and customers to facilitate and accelerate process
- Prepared and maintained project schedules to ensure on-time project completion

- Email correspondents, faxing to and from clients

Education

Bachelor of Science in Finance in Finance

California State University - Northridge, CA

May 2019

Associate of Science in Business Administration in Business Administration

Glendale Community College - Glendale, CA

June 2017

Skills

- Microsoft Office (Word, Excel, Access, PowerPoint), Sage 50, AutoCAD
- Fluent in English and Armenian
- Account Reconciliation
- General Ledger Accounting
- Journal Entries
- Accounts Payable
- Bank Reconciliation
- Accounts Receivable

Assessments

Accounting Skills: Bookkeeping — Highly Proficient

January 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/2725418b7d24b35ac8076d739e86d2eeeed53dc074545cb7

Personality: Hard-Working — Proficient

January 2020

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_to_profile/b05c2ebe78b459861d474e6f959b9dceeed53dc074545cb7

Analyzing Data — Proficient

January 2020

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.

Full results: https://share.indeedassessments.com/share_to_profile/afea3c8a17baca0e373427349ef1c077eed53dc074545cb7

Attention to Detail — Proficient

January 2020

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

Full results: https://share.indeedassessments.com/share_to_profile/ef16c2f5682db07382ae57564b526c6ceed53dc074545cb7

Numerical Reasoning Skills — Highly Proficient

January 2020

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs.

Full results: https://share.indeedassessments.com/share_to_profile/a239063c6ddb1967b0dc207f747c00d8eed53dc074545cb7

Basic Computer Skills: PC — Highly Proficient

November 2019

Performing basic computer operations, navigating a Windows OS, and troubleshooting common computer problems.

Full results: https://share.indeedassessments.com/share_to_profile/1410cae81519de9415545831fe390822eed53dc074545cb7

Critical Thinking — Proficient

April 2019

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_assignment/uxlt5gdg49h242pu

Accounting Skills: Bookkeeping — Highly Proficient

April 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/cc8fb19e4c0b30958df0f69ee798bf7deed53dc074545cb7

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