

Joseph Gessow

Hudson, FL

josephgessow4_ukw@indeedemail.com

(904) 759-7213

Authorized to work in the US for any employer

Work Experience

Office Manager

Spectra Food Services - Hartford, CT

March 2018 to October 2019

- * Record daily cash transactions and submit unit deposits.
- * Responsible for all accounts payable.
- * Data entry with strong attention to detail.
- * Responsible for providing efficient, accurate, and effective sales reports.

Payroll Manager

Watergate Painting & Décor Inc - Jacksonville, FL

October 2016 to March 2018

- * Managed payroll for over 100 employees.
- * Maintain recurring entries and all payroll accruals.
- * Executed a full spectrum of back office responsibilities, including inventory control.
- * Ensured strict compliance with all safety regulations and OSHA requirements.

Bid Proposal Assistant

Landscapes by John - Jacksonville, FL

January 2014 to October 2016

- * Assisted owner with all projects and company decisions.
- * Helped with the design and creation of all Bid Proposals.
- * Handled partial advertisement of the company to future clients.

Education

MBA in Managerial Accounting

Jacksonville University - Jacksonville, FL

August 2016 to August 2017

BS in Psychology in Industrial Organizational Psychology

Jacksonville University - Jacksonville, FL

January 2012 to August 2016

Skills

- Skills Strategic planning; managerial Accounting; revenue modeling & forecasting; sales, & distribution; account management; general management.
- Proficient in SPSS, Excel, Word, Salesforce, VBA, HTML, QuickBooks
- Experience in SQL, SAS, MATLAB, Power BI, Photoshop, C#
- Interests Volleyball; Rock Climbing; Powerlifting; PC Gaming; Reddit; Reading
- Billing
- Scheduling
- Accounts Payable
- Payroll
- Quickbooks
- Data Entry
- Microsoft Excel
- Typing
- Microsoft Office
- Outlook
- Office Management
- Human Resources
- Bookkeeping
- accounting