

# Leisha Jones

**A quick learner that offers diverse experiences and embraces new challenges**

Murfreesboro, TN 37130

[leishajones4\\_qd3@indeedemail.com](mailto:leishajones4_qd3@indeedemail.com)

615-578-4199

## Work Experience

---

### **Accounting Lead**

KROGER CORPORATE

July 2017 to Present

- Research and process invoices received from branches, headquarters, and vendors
- Review, audit, and enter billings and payments timely and in accordance with company policy
- Communicate with buyers to resolve vendor invoicing inquiries
- Work with divisions to ensure that unforeseen variances are known and qualified at the division level
- Assist in reconciliation of deliverable and payable accounts for period and quarterly closings
- Review and verify accurate balance sheet detail as related to period closings
- Maintain confidentiality of files, conversations and documents

### **Remote Quality Assurance Auditor**

MARKET STRATEGIES INTERNATIONAL

December 2014 to Present

- Plan, coordinate and execute market research projects to meet client objectives
- Create and edit internal training documents, questionnaires, reports and presentations
- Monitor data collection and data processing while maintaining communications with both internal and external clients
- Troubleshoot browser and mobile compatibility for surveys and programs
- Supervise employee projects and delegate day to day tasks
- Proofread survey questionnaires for grammatical and logical errors
- Provide customer support through online help forms by resolving technical/user issues
- Extensive use of Microsoft Office suite, including Outlook, Word, Excel, Access

### **Deli Associate**

PUBLIX

April 2013 to December 2014

- Prepped food, assembly and presentation
- Maintained a clean and safe work environment
- Addressed and resolved customer complaints
- Cross-trained and coordinated schedule to ensure seamless service
- Supervised part time employees on morning and evening shifts
- Ordered weekly inventory based on departmental needs
- Set up and broke down work stations
- Handled the safe, cash deposits and banking exchanges
- Worked independently or as a team, preparing products according to recipes, brand

- standards and health/safety regulations
- Worked with hot, heavy equipment
- Handled objects up to 40 lbs

## Education

---

### **English**

MIDDLE TENNESSEE STATE UNIVERSITY

2009 to 2014

### **High school or equivalent**

CREEK WOOD HIGH SCHOOL

2003 to 2007

## Skills

---

- Accounts Payable
- Bookkeeping
- Excel
- Outlook
- As400
- Problem Resolution
- Quality Assurance
- Microsoft Excel
- accounting

## Assessments

---

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

July 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_assignment/tuiofaz-nqgdncn](https://share.indeedassessments.com/share_assignment/tuiofaz-nqgdncn)

### **Data Analysis — Expert**

July 2019

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

Full results: [https://share.indeedassessments.com/share\\_assignment/z9zo56lsdxsyhu-x](https://share.indeedassessments.com/share_assignment/z9zo56lsdxsyhu-x)

### **Project Management Skills: Budgeting — Highly Proficient**

July 2019

Managing project budgets by appropriately allocating and monitoring financial resources.

Full results: [https://share.indeedassessments.com/share\\_assignment/0nqhzy3rlophc3o](https://share.indeedassessments.com/share_assignment/0nqhzy3rlophc3o)

### **English Communication Skills: Typing — Highly Proficient**

July 2019

Transcribing text using a standard keyboard.

Full results: [https://share.indeedassessments.com/share\\_assignment/4ov-qojhvuhqev](https://share.indeedassessments.com/share_assignment/4ov-qojhvuhqev)

## **Project Management Skills: Time Management — Highly Proficient**

August 2019

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: [https://share.indeedassessments.com/share\\_assignment/p-ln1w8-hqt33hog](https://share.indeedassessments.com/share_assignment/p-ln1w8-hqt33hog)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.