

Erik Warner

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(909) 222-3979

Highly motivated aspiring professional with experience working with office and accounting systems in educational and professional environments. A diligent and ethical worker, working individually and in a team to complete duties efficiently and accurately.

#readytowork

Willing to relocate to: Los Angeles, CA - Phoenix, AZ - Inland Empire, CA

Authorized to work in the US for any employer

Work Experience

Package Handler

FedEx Ground - Bloomington, CA

May 2020 to Present

Loaded, unloaded, and sorted packages of various sizes and weights in a warehouse team environment.

Junior Accountant (Temporary)

Servpro of Encino/Sherman Oaks - Encino, CA

December 2019 to December 2019

Consolidated various tax forms for independent contractors in preparation of the 2019 tax season. Assisted with invoices for different vendors, including preparing lien releases. Updated job cost records as needed, including the job cost journals for various independent projects. Filed and organized company business documents. Timely and accurately completed other miscellaneous projects in Excel to assist the CFO. Trained in QuickBooks ProAdvisor.

Associate

Amazon - San Bernardino, CA

September 2018 to March 2019

Worked with a team responsible for ensuring packages are processed correctly and are undamaged. Coordinated with managers and other associates to ensure efficient package delivery. Exceeded efficiency and accuracy expectations for scan rates in multiple areas of operation.

Accounting Clerk

Wesco Group, Inc - Tempe, AZ

February 2018 to April 2018

Handled Accounts Receivable, ensuring each client paid on time and for the invoiced amount. Initiated phone calls to other store locations to obtain paperwork related to the bank reconciliation. Filed paperwork according to office protocol. Worked concurrently with full-time undergraduate student status until April graduation.

Assistant Manager

Domino's Pizza - Yucaipa, CA
December 2014 to August 2016

Managed simple to complex orders and resolved customer concerns in a professional manner, both in-person and over the phone. Supervised a staff of fifteen employees. Tracked and maintained nightly inventory and prepared the store for the opening manager. Opened and closed multiple store locations. Led onboarding process for new employees. Re-hired for summer between college semesters.

Education

Master of Science in Accounting

Grand Canyon University
October 2019

B.S. in Accounting

Grand Canyon University
April 2018

Skills

- Intermediate Level Training in Office Suite from Computer Information Systems Class; Including Pivot Tables, V-Lookup, Conditional Formatting, and Various Formulas
- Microsoft Excel (6 years)
- QuickBooks (1 year)
- Customer Service (3 years)
- Accounting (1 year)
- Accounts Payable
- Journal Entries
- Bank Reconciliation
- Accounts Receivable

Assessments

Accounting: Basic Principles — Highly Proficient

May 2019

Measures a candidate's ability to prepare financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/953636b9f447035777965cb4fb8535ea

Accounting Skills: Bookkeeping — Highly Proficient

January 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/1890fbc13ffd178256072d0c201a4540eed53dc074545cb7>

Accounting Skills: Bookkeeping — Highly Proficient

February 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/7305dfc1a669443bc987b2ad23f8ac26eed53dc074545cb7

Attention to Detail — Expert

November 2019

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

Full results: https://share.indeedassessments.com/share_to_profile/a387fef1d9c0a25d34d5216e2339dbdceed53dc074545cb7

Accounting Skills: Bookkeeping — Highly Proficient

January 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/6a066e7404318af7fa99b197b67445feed53dc074545cb7

Spreadsheets with Microsoft Excel — Expert

November 2019

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

Full results: https://share.indeedassessments.com/share_to_profile/1de24cbe35c03370f700185ad98f68daeed53dc074545cb7

Accounting Clerk/Staff Accountant — Highly Proficient

September 2019

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/eb388cbec82fb2fc2e5e6af992b49345eed53dc074545cb7

Conscientiousness — Highly Proficient

September 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: https://share.indeedassessments.com/share_to_profile/f2499eb9384bc5f660e8f2830dad5d68

Organizational Skills — Expert

August 2018

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: <https://share.indeedassessments.com/attempts/0c1436672cd8c90749ba3e60bbbedf858eed53dc074545cb7>

Scheduling Skills — Highly Proficient

August 2018

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: <https://share.indeedassessments.com/attempts/aff53e695fa530eb37e902a186129441eed53dc074545cb7>

Administrative Support — Highly Proficient

March 2020

Using basic scheduling and organizational skills in an office setting.

Full results: <https://share.indeedassessments.com/attempts/120b9cb5b4cbfcfe04844a8133f12d85>

Problem Solving — Expert

March 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: https://share.indeedassessments.com/share_to_profile/f665997584f29d9ba7f44ee72a758660eed53dc074545cb7

Cognitive Ability — Expert

March 2020

Combining pieces of information to form general rules or conclusions.

Full results: https://share.indeedassessments.com/share_to_profile/7f165df42603a264c4ca2b3f041a51e8eed53dc074545cb7

Accounting Skills: Bookkeeping — Highly Proficient

January 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/1890fbc13ffd178256072d0c201a4540eed53dc074545cb7>

Attention to Detail — Expert

February 2020

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

Full results: https://share.indeedassessments.com/share_to_profile/621210720668703ce1aa76ba44358cebeed53dc074545cb7

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