

Kristen White

Greenville, SC

kristenwhite872_44v@indeedemail.com

864-387-0756

#readytowork

Authorized to work in the US for any employer

Work Experience

Bookkeeper/Office Assistant

Beija Flor Jeans - Greenville, SC

May 2019 to Present

Process all payments.

Prepares and files monthly Sales Tax Return.

AR/AP

Completes daily, weekly, monthly, and quarterly sales reports.

Inventory Management of 3 locations.

Office Manager/Full Charge Bookkeeper

Palmetto Pressure Clean - Lexington, SC

July 2016 to June 2018

Created client proposals.

Processed company payroll.

Filed and paid company taxes.

Responsible for all Accounts Payable and Receivable.

Responsible for collections off all past due customers.

Attended marketing and networking events.

Social Media Management.

Collected payments

Managed office supplies

Hired and mentored employees

Reconciliation of Bank and Credit Card Statements

Petty Cash Reconciliation

Daily, Weekly, Monthly, and Quarterly Reports

Insurances (General and Worker's Comp)

Weekly, Monthly, Quarterly, and Annual Returns and Deposits

Weekly Bank Deposits

Administrative Specialist II

S.C. Department of Revenue - Columbia, SC

August 2011 to June 2015

Reviewed tax payments and applied payment to the correct periods.

Extended tax lien dates.

Responsible for issuing all returned tax refunds.

Processed tax bills.

Education

Bachelor's in Accounting

Strayer University - Greenville, SC

September 2015 to September 2022

High school or equivalent

Skills

- Microsoft Office (10+ years)
- QuickBooks (3 years)
- Drake (1 year)
- Active Directory
- Call Center (3 years)
- Filing (7 years)
- Billing (3 years)
- Data Entry (10+ years)
- Customer Service (10+ years)
- Sales (7 years)
- Clerical (7 years)
- Inventory Management (4 years)
- Employee Training (7 years)
- Organizational Skills (10+ years)
- Time Management (10+ years)
- Outlook (10+ years)
- Excel (7 years)
- Scheduling (3 years)
- Accounting (3 years)
- Office Manager Experience (2 years)
- Accounts Payable (3 years)
- Payroll (2 years)
- Desktop Support
- Microsoft Publisher (3 years)
- Canva (2 years)
- Google Docs (3 years)
- Google Suite (3 years)
- Google Cloud Platform (3 years)

Awards

Best in Show- Local

October 2017

Winner of the Apartment Association of Greater Columbia's 2017 Trade Show

Certifications and Licenses

HDI Desktop Support Technician

February 2019 to Present

SC Notary Public

February 2016 to February 2026

Inbound Marketing Certification

March 2020 to April 2022

HubSpot Academy Inbound Marketing.

SEO Fundamentals

April 2020 to April 2021

SEMrush Academy

Social Media

April 2020 to May 2022

HubSpot Academy Social Media Certified

Assessments

Attention to Detail — Proficient

March 2020

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

Full results: <https://share.indeedassessments.com/attempts/bcac45063c53befd516d05a092ce167feed53dc074545cb7>

Social Media — Highly Proficient

May 2020

Creating content, communicating online, and building a brand's reputation.

Full results: <https://share.indeedassessments.com/attempts/f1fcc23339fe96f369db75c8fccfc4dfeed53dc074545cb7>

Work Style: Reliability — Highly Proficient

March 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/9171c239a30ef247b097365440a4d026>

Search Engine Optimization — Highly Proficient

May 2020

Interpreting online website performance metrics and understanding search engine optimization tactics.

Full results: https://share.indeedassessments.com/share_to_profile/a21aee29133a59e500119822af5cbe64eed53dc074545cb7

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