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| Tenecia J. Douglas Fletcher 334-294-2294 tdouglas49542@gmail.com | | | | |
| 4949 Oakdale Road, Smyrna, GA 30080 | |  | | |
| **PROFESSIONAL SUMMARY** | | | | |
| Received dual undergraduate degrees in Accounting and Criminal Justice with a 3.6 GPA. Completed dual MBA programs in International Management and International Accounting and Finance with a 3.5 GPA. Experienced in billing, banking, reconciliation, and regular interaction with people. Dedicated to goal-setting and efficient job completion. Courteous, personable, team player, and holds professionalism in high regard. Established plans to advance into a knowledgeable businessperson and develop in multiple areas of accounting. | | | | |
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| **Key Strengths** | | | | |
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| * Capable of learning new tasks quickly and asserting them to the job | * Able to handle heavy workload and complete the job effectively | | * Experienced in meeting and interacting with new people in a friendly, caring manner | |
| **PROFESSIONAL EXPERIENCE** | | | | |
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| State of Alabama – Department of Treasury 40 hours/week 05/18/2015-present  ***Staff Accountant***  *Accomplishments*   |  | | --- | | * Operated the front receipts desk independently first week of employment |   *Duties*   * Organize, input, and balance cash receipts and deposit verification documents in accordance with treasury specifics * Verify and validate the receipt of incoming deposits for agencies for over 70 different banking institutions * Export and document daily procedures such as processed warrants and transaction stats reports through Excel * Serve as a point of contact for daily inquiries related to updates, procedures, etc. * Process and post ZBA transfers for Treasury and Revenue departments’ financial records * Input and validate daily monetary transfers, drawdowns, and drafts for over 50 state agencies * Manage and process monthly gas tax distributions for over 60 counties and over 450 cities/towns * Assist with the development, management, and operation of new gas tax system for over 500 municipalities * Collaborate with systems and IT development staff to create, update, and enhance accounting/financial systems * Serve as gas tax’s point of contact by communicating with all counties and cities/towns by phone and email * Approve daily drawdowns of accounts based on each bank’s specifications and regulations * Reconcile the cash balance for the entire Treasury department on a daily basis * Reconcile and analyze bank statements for multiple agencies and more than fifteen bank accounts * Manage the department’s Microsoft Outlook inbox by organizing and responding to emails on an hourly basis * Communicate and respond to daily inquiries from other Treasury personnel, government agencies, banks, municipality officials, mayors, attorneys, and commission members, and other external and internal organizations * Independently perform and apply analytical, mathematical, and statistical principles to process daily activities * Perform supervisory tasks such as drawdown approvals and trainings as the back-up for the accounting supervisor   CGI Technologies and Solutions 40 hours/week 02/16/2015-05/15/2015  ***Junior Financial Analyst***  *Accomplishments*   |  | | --- | | * Assigned four independent transactional reports within first two weeks of transition |   *Duties*   * Complete, monitor, and validate security requests for PeopleSoft and Ensemble access * Create, design, and analyze formatted informational and transactional reports through Microsoft Excel * Correlate with financial analysts by assisting with month-end reports and miscellaneous inquiries * Process and reconcile accounts receivables and apply payments to appropriate clients through direct line * Formulate and compile reports for time details, travel expenses, budget summaries, and invoice registers * Plan and coordinate procedures and activities based off project developments and performance assessments   CGI Technologies and Solutions 40 hours/week 11/04/2013-02/16/2015  ***Accounting Support***  *Accomplishments*   |  | | --- | | * Managed contract desolation and storage within three week |   *Duties*   * Complete member assignments and modify timesheets for US, Canadian, Sweden, and Indian members * Create, edit, and deactivate contracts and projects in the PeopleSoft, Oracle, and Ensemble * Process value based, as incurred, recurring, and on-demand billing for final invoice approval * Generate and distribute final billing invoices based off monthly set-up or managers’ request * Process invoice corrections, credit memos, journal entries, and WIP reclassifications upon specific requests * Formalize training materials and manage new approaches for organizing administrative and financial reports * Perform basic accounting support roles such as accounts receivables, fixed assets, and managing email inquiries   Regions Bank 22-38 hours/week 07/09/2012-11/01/2013  ***Teller***  *Duties*   * Greet guests professionally and answer inquiries in compliance with disclosure regulations and privacy policies * Perform teller duties of processing deposits, withdrawals, transfers, and loan payments * Balance cash items, teller over/short report, traveler’s/cashier’s checks, savings bonds, etc. * Operate multiple transactions with great accuracy while also maintaining due diligence for fraudulent activities   Coco’s Beauty Supply 25-28 hours/week 08/26/2010-12/22/2012 | | | | | |
| ***Salesperson/Cashier***  *Accomplishments and Duties*   * Learned to work the cash register in the first two weeks of work, faster than any prior employee | | | | |
| * Perform cashier duties, build rapport with customers, and maintain vigilance for suspicious activity | | | | |
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| Texas Roadhouse 19-21 hours/week | | | | 06/02/2007- 02/09/2009 |
| ***Head Hostess/Server***  *Accomplishments and Duties* | | | | |
| * Promoted to server in six months of employment and earned a trainer position three months later | | | | |
| * Manage, assign, and monitor floor rotation and closing work of other servers to guarantee completion | | | | |
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| **EDUCATION AND PROFESSIONAL DEVELOPMENT** | | | | |
| Robert E. Lee High School Montgomery, AL 08/2005 – 05/2008  Valedictorian, Honor Roll Student, Yearbook Co-Editor, Senior Class Vice President | | | | |
| **Troy University Troy, AL 05/2014- 07/2016**  ***Master of Business Administration, International Accounting and Finance***  ***Master of Business Administration, International Management***  **Troy University Troy, AL 08/2008- 12/2012**  ***Bachelor of Science in Business Administration, concentration in Accounting***  ***Bachelor of Science, Criminal Justice major***   * Treasurer of La’Couture Fashion Club (05/2009-05/2011) * Student Member of Ala. Society of CPAs, American Institute CPA, and Accounting Society (2009-2016) * Tutoring at Christian Love Center in Troy, AL (2009-2011) * Feeding the Hungry & Assisting the Less Fortunate with Reality and Truth Ministry in Montg., AL (2012-present) * Member of the American Psychotherapy Association * Co-Founder of B.F.F. Mentoring Group for local young ladies (2015-present) * Intuit QuickBooks Online ProAdvisor Certified (10/2019 – present) * Bookkeeper for Self Hacked (10/2018 – 01/2019)   • Reconciled transactions through Xero software  • Exported payments from Stripe and PayPal into Xero software   |  | | --- | | **HONORS AND AWARDS** |  * Cum Laude, Troy University Class of 2012 - Valedictorian, Robert E. Lee High School Class of 2008 | | | | |