

TERESA SCHWIRTlich

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EDUCATION

May 2018

Bachelor of Arts: Geology, Minor in Petroleum Engineering

The University of Texas At Austin | Austin

- [Alpha Chi Omega](#) Member
- [Geoscience Leadership Organization for Women](#) Member
- Study Abroad: [Rome, Ethics in Ancient Civilizations](#)

PROFESSIONAL SUMMARY

Detail-oriented, organized and meticulous employee. Works at fast pace to meet tight deadlines. Enthusiastic team player ready to contribute to company success.

SKILLS

- Financial Recordkeeping
- Attention to Detail
- Records Management Databases
- Critical Thinking
- Administrative Support
- Goal Minded
- Data Analysis
- Relationship building
- Strategic planning

WORK HISTORY

Oct 2021 - Current

Accounting Clerk

Physicians Premier - Corpus Christi, United States

- Input high volume of monthly invoices with consistent accuracy.
- Balanced reports to submit for approval and verification.
- Managed accounting records and performed dues-ins and dues-outs tasks.
- Reported financial data and updated financial records in ledgers and journals.

Aug 2020 - Sep 2021

Salesperson

The Canyon - City of Los Angeles, CA

- Worked to build relationships with customers and built potential for additional sales.
- Offered each customer top-notch, personal service to boost sales and customer satisfaction.

May 2017 - Sep 2020

Executive Administrative Assistant

Halcyon MedSpa - Corpus Christi, TX

- Engaged customers in social conversations to create pleasant and easy shopping experience.
- Listened to clients and introduced solutions to satisfy business and personal needs.
- Expanded brand and marketing strategies by planning strategic events.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team productivity.
- Gathered documents, data and formulated analytics to prepare issues for discussion and reports for review.
- Wrote and enforced administrative procedure plans to reduce errors and prevent process delays.

CERTIFICATIONS

- [Full Stack Developer](#) Training - October 2021-April 2022