

THOMAS BARBER

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23 McBride Way
Bridgewater, NJ 08807

OBJECTIVE

I am a highly motivated strategic thinker who has experience in accounting, data entry and retail sales. My excellent communication and data entry skills serve me well to work in various work environments. I am currently looking to start a new career as a web developer.

SKILLS- ACHIEVEMENT AND RESULTS DRIVEN

- Expert understanding of the writing process
- Accurately types 65 wpm
- Computer Competencies: Microsoft Word, Outlook, Power Point, Excel, Photo Shop, Adobe Premier, Video Editing, Internal Email Procedures
- Expert communication and organizational skills

CAREER HIGHLIGHTS

Office Team

Everest Reinsurance - Consultant (Scanning Department)

September 2018 - March 2020

- -Prepare and scan physical documents into OnBase database
- -Enter document information into OnBase database
- -Test conference rooms daily to ensure all equipment is working
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Oticon - Consultant

May - September 2018

- -Handled orders for clients, processing them through proprietary database
- -Continuously updated inventory levels
- -Maintained relationships with both potential and returning customers

Alight Solutions - Office Services

March 2018

- -Ensured that both inbound and outbound mail was delivered in a timely manner
- -Handled printing and binding requests
- -Documented incoming guests and vendors, as well as answered calls at the front desk

Fellowship Village (Contract)

February 2018

- -Helped create the financial reports for various company projects
- -Proofread numbers on company invoices making sure numbers added up
- -Filed checks and invoices

Chel's Clothes Closet-Listing Team Data Entry (Temporary)

December 2017 - January 2018

- Entered product information into the SixBit application
- Organized product by various categories (style, size, color, etc)

Citigroup Inc., Long Island City, NY

Summer Intern

May-August 2011 and May-August 2012

- Performed various duties in the tax department in a deadline driven environment. Duties included:
 - Organization of income and expense data for legal entity deferred tax analysis for data entry into various Excel workbooks
 - Analysis of previous year's tax records to reconcile 2010 and 2011 tax information
 - Preparation of reconciliations of legal entity timing items based on tax returns
 - Organization of income and expense data for various European entities for data entry into various Excel workbooks
 - Entry of 2010 tax information into TTI Program
 - Review and printing of Fincon statements and tax packages

EDUCATION

Thomas Edison State University (TESU)

Degree awarded: Bachelor's Degree in Communications

Graduated: September 2016

Cumulative GPA: 3.96