Objective

Dedicated college student with a background in customer service. Hoping to secure a position as Accounting Clerk 1 at Accountant Warehouse to utilize current skills and begin a career in accounting. Seeking an environment that will foster professional growth.

Skills

GAAP Familiarity Interpretation of Financial Statements

General Ledgers Time Management

Adaptable Organization

Clerical Duties Effective Communication

Team work QuickBooks

Detail Oriented

Education

Victoria College Current Student

Associate of Applied Science – Business Management

Relevant Coursework: Payroll & Business Tax Accounting, Principles of Management, Business Ethics, Introduction to Computerized Accounting, Team Building

General Education Development (GED) June 1990

Experience

Store Associate January 2018 - Present

Wally World – Victoria, TX

* Assist customers in finding needed merchandise.
* Maintain a clean department by stocking low merchandise and organizing shelves.
* Meet sales quotas by exhibiting extensive product knowledge and relaying sales information.

Waiter March 2015 – January 2018

Cheesy Bread Restaurant – Victoria, TX

* Accurately recorded orders and partnered with team members to serve food and beverages that exceeded guest expectations.
* Delivered exceptional, friendly, and fast service.
* Managed customer payments including a variety of mediums; cash, credit, debit, Apple Pay.

Community Involvement

Volunteer April 2019 - Present

Red Cross – Victoria, TX

* Attend regular meetings and trainings to remain up to date with protocol.
* Assist with opening a shelter in the event of a natural disaster.
* Install fire detectors in the homes of those in need.