

ABBY ACCOUNTANT

100 North 20th Street, Green Bay, WI 54301
(920) 000-0000 | Abby.Accountant@mymail.nwtc.edu

SUMMARY OF QUALIFICATIONS

- Developed interpersonal skills by working with business professionals, clients and staff
- Self-motivated, with the ability to identify needs and set priorities
- Working knowledge of general ledger; P&L; ADP Payroll; purchase orders; billing; financial reporting; invoicing, and banking and investor relations
- Language Skills: fluent in English and Spanish
- Proficient in the following Microsoft Applications: Word, Excel, Outlook and Access

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI May 2020
Accounting, Associate Degree GPA: 3.89

- Relevant coursework: *Government and Nonprofit Accounting, Computer Ledger, Payroll and Cost*

RELATED EXPERIENCE

Accounting Clerk/Bookkeeping Intern January 2020 – Present
Company 123, Green Bay, WI

- Create filing processes to manage cash receipts saving over 50 hours of staff time annually
- Compile reports, such as cash receipts, customer-bill charges, and sales for accounting and management purposes
- Maintain Accounts Receivable/Payable; reconcile bank accounts
- Prepare monthly financial reports and year-end adjustments
- Process daily cash receipts and make bank deposits

Cashier June 2016 – December 2018
Company ABC, Green Bay, WI

- Counted cash and reconciled charge sales and cash receipts with total sales to verify accuracy of transactions and merchandise sold
- Advised customers on purchases
- Provided exceptional customer service and support
- Assessed organizational needs and implemented administrative procedures

OTHER WORK EXPERIENCE

Server June 2016 – Present
Hometown Cafe, Green Bay, WI

Customer Service Representative February 2014 – June 2016
ABC Staffing, Green Bay, WI