

NAME

address

email

phone #

Seeking a career opportunity as a Management Associate in Accounting. Am offering work experience in accounts receivable, accounts payable, payroll, financial operation analysis, and statistical reporting of financial trends. Also have experience supervising and training accounting personnel.

EDUCATION: Bachelor's Degree in Business Administration
LeTourneau University, Longview, TX
GPA:

PROFILE: **Accounting:** *(These responsibilities were completed while working for (name of company/organization), as a full time employee while completing my business degree at LeTourneau).*

- Analyzed costs and successfully implemented plans to reduce overhead.
- Supervised three bookkeepers and audited their work for accuracy.
- Completed accounts receivable, accounts payable, collections, and payroll.
- Recommended courses of actions to make financial reporting more accurate.
- Made sure that all accounting operations met the requirements of the Sarbanes-Oxley act.
- Made decisions regarding expenditures needed in the daily course of business operations.

Sales/ Marketing: *(Completed sales and marketing responsibilities while at (name of co*

- Marketed companies to potential clients in order to secure contracts.
- Designed and distributed media in order to attract customers.
- Spoke with clients on a regular basis to ensure company customer service goals were being met.

Supervision/ Teamwork:

- As Assistant Facility Administrator for the (name of organization), I supervised, directed and coordinated the efforts of 9 Shift Supervisors who were assigned 10 to 11 jailers. Trained staff in teamwork processes.
- Recruited, screened, and hired jail staff for the Gregg County Sheriff's Office.
- Was responsible for investigating violations of the ADA, EEO, and complaints of harassment.
- As a Sergeant at the Bradshaw State Jail, supervised 25-30 correctional officers in carrying out their responsibilities.

Computer Skills:

- QuickBooks
- Open Invoice
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook

Summary: From these work experiences, both prior to and during my enrollment as a student at LeTourneau University, I have gained a firm understanding of accounting and business practices.

HIGHLIGHTS: Health and Safety Managers License (OSHA Certification)
Associate Certification in Electronics Technology