

ACCOUNTANT III

Summary

Energetic mother of 4 with 10+ years experience in high-level support roles. I am organized, professional and detail-oriented as well as a dedicated and focused individual who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals in a timely manner. Effective, analytical approach to identifying and solving complex problems. Self-motivated with a strong work ethic with extensive bookkeeping, accounting and clerical knowledge. Experienced in A/P processes, managing vendor relations and great problem resolution capabilities.

Highlights

- Strong organizational skills
- Sharp problem solver
- Courteous demeanor
- Energetic work attitude
- Meticulous attention to detail
- Results-oriented
- Self-directed
- Time management

Education

Computer Science Mountain State University 1/4 City , State , USA

GED Ravenswood Annex 1/4 City , State , USA

Business Education : Business Garnet Career Center 1/4 City , State , USA

- Microsoft Office Specialist - Word
- Microsoft Office Specialist - Excel
- Perfect Attendance
- A Honor Roll
- B Honor Roll

Accomplishments

Customer Service ^

- Assisted & directed all associate staff at WV Department of Education concerning Vendor Registration to ensure that all information needed was completed properly and in accordance with state laws.

Customer Service & Accountability ^

- Helped create an on-line reservation system for the WV Department of Education fleet (state owned cars) to ensure information such as user, mileage, maintenance and other pertinent information was compiled into a database for other state agencies to use for accountability purposes. Previous to this, the process was face-to-face, phone or email requests.

Research ^

- Investigated any necessary information for proper billing concerning large bills after meetings occurred. It would entail using several sources such as meeting registration check -in, lodging bill and personal knowledge of meeting specifics to ensure that we were paying a true & correct bill.

Multitasking ^

- Demonstrated proficiencies in face-to-face, telephone, e-mail, fax and front-desk reception within a high-volume environment.

Administration ^

- Performed administration tasks such as filing, developing spreadsheets, faxing reports, emailing, copying and scanning documents for inter-departmental use.

1. Successfully planned and executed meetings, lunches and special events for groups of 10-1500 attendees.

2. Promoted to Accountant III after showing my hard-work, determination and ability.

Certifications

- Microsoft Office Specialist - Word
- Microsoft Office Specialist - Excel
- Certificate of Accomplishment Typing Institute of America

Skills

- Microsoft Office - Advanced knowledge and skill
- Typing speed of 62+ wpm with 97% accuracy

Professional Experience

11/2009 to 10/2010

Accountant III Company Name i¼ City , State

<http://wvde.state.wv.us/internaloperations/>

Division of Student Services

Internal Operations

1900 Kanawha Boulevard, East

Building 6, Room 204

Charleston, WV 25305-0330

(304)558.2686P

(304)558.2790F

Phil Uy, Assistant Director Fiscal Office Extension 53411

- Verified that information in the FIMS computer system was up-to-date and accurate.
- Organized billing and invoice data and prepared accounts receivable.
- Paid invoices once making sure the information was correct and complete.
- Identified and resolved system and account issues.
- Checked online car reservation system and made sure educator received the state car binder.

11/2009 to 10/2010

Secretary II Company Name 1/4 City , State

<http://wvde.state.wv.us/child-nutrition/>

Division of Student Support Services

Child Nutrition

1900 Kanawha Boulevard, East

Building 6, Room 248

Charleston, WV 25305-0330

(304)558.2708P

(304)558.1149F

Richard Goff, Executive Director

I worked in the Office of Child Nutrition and was assigned to work for 4 coordinators: Gloria Cunningham, Gus Nelson, Lynn Nehoda, Bekki Leigh as well as assisting others in the office, as needed.

Made travel arrangements. Drafted meeting agendas, supplied advance materials and executed follow-up for meetings and conferences. Responded to telephone and in-person requests for information.

02/2005 to 11/2007

Secretary II Company Name 1/4 City , State

<http://wvde.state.wv.us/>

<http://wvde.state.wv.us/osp/>

Division of Teaching and Learning

Special Programs

Reading First

1900 Kanawha Boulevard, East

Building 6, Room 304

Charleston, WV 25305-0330

(304)558.2696P

(304)558.3741F

Jacqueline Veres, Secretary III-A

I worked for the Reading First program, assisting 3 coordinators on a daily basis to ensure that they had the necessary tools to teach educators, complete school assessments, regular routine office tasks to fulfill the federal RF grant requirements and anything in between.

Daily office needs such as answering the phones, routing calls, taking messages, corresponding via emails, filing out travel reimbursement forms,

Planned and executed meeting for the Reading First Program. This entailed:

- Mail out letter inviting educators throughout the state of WV.
- Make a database to keep up with individual attendees for room reservation purposes and name tags.
- Assist in making the packets/binder/folders with information for the attendees.
- Set up a block of room at various local hotels for participants which required me to make a contract with the hotels.
- Search for a meeting location that was able to meet all needs of the meeting such as enough room for the amount of attendees, the right equipment for the type of meeting it was, the amount of rooms needed for the attendees, ect. A contract would then be made and i would work with the hotel to ensure that every thing necessary for the meeting was taken care of; from room setup such as sound/audio needs, to the number of tables/chairs, to the type of food that was to be served.