

## ACCOUNTANT

### Interests

Buffalo Creek Golf Club, Rockwall, TX May 2012-August 2012 \*Maintain golf carts and driving range

### Experience

03/2016 to 03/2018

Accountant Company Name 1/4 City , State

- Reconcile bank accounts daily Process accounts payable Maintain general ledgers Create and modify existing Excel documents Maintain and process payroll Maintain accounting system Perform month-end procedures and account reconciliations Create and modify existing journal entries Perform accounting data reconciliations and verifications Prepare and file 1099s, 941s, 940s, W-2s, and C-3s Pay payroll taxes every pay period using the Electronic Federal Tax Payment System (EFTPS) Roll over tax and fiscal years at year-end and perform all closing procedures Organize and prepare files for yearly audit.

06/2015 to 08/2015

Office Assistant Company Name 1/4 City , State

- Answer phone.
- Deliver mail.
- Help professors maintain Excel documents.
- Organize papers for professors.

05/2014 to 08/2014

Assistant Company Name 1/4 City , State

- Maintain Excel spreadsheets.

### Education and Training

Texas A&M Commerce

December 2017

Masters of Science : Accounting Baylor University Accounting GPA: 3.58

August 2015

Bachelor of Business Administration : Accounting Accounting GPA: 3.0 GPA: 3.28

### Skills

account reconciliations, accounting system, accounts payable, process payroll, spreadsheets

### Additional Information

- Buffalo Creek Golf Club, Rockwall, TX May 2012-August 2012 Maintain golf carts and driving range Activities/Achievements President's Gold Scholarship Awarded 7,500/year for exemplary academic performance in high school and maintaining 3.0 cumulative GPA in undergrad Zeta Zigma Zamma (20012 - 2015) Mission Trips (2003, 2005, 2006, 2011) Bonaire (2003,2005) - Vacation Bible School helper Santa Gertrudis, Mexico (2006) - Building houses, testimony Victory Ranch; Eastover, South Carolina (2011) - Prepping location for Army retreat, shared testimony with army men