

FINANCE ASSISTANT

Professional Summary

College graduate offers strong technical skills and ability to learn concepts quickly. Proven ability to manage multiple assignments while meeting tight deadlines. Experience in data analysis, economic forecasting, advanced problem solving, collaborative research and presentation skills, customer service.

Skills

Work History

Finance Assistant 06/2013 to 09/2013

Company Name " City , State

- Prepare financial statements, maintain accurate records in a database, generate reports and present data.
- Enter revenue and expense transactions and prepare expense reports.
- Prepare and file financial statements such as balance sheets and income statements.
- Complete purchase orders and customer invoices.
- Calculate sales taxes and make bank deposits.

Catering Specialist 01/2012 to 06/2012

Company Name " City , State

- McAlister's Deli - Corpus Christi, TX 5/7/12 - 1/2/13.
- Duties included: sandwich making, order organization, order preparation and order delivery.
- Maintained food handler certification.
- Technician (full-time, spring semester) Managed a 350-client route.
- Responsibilities included analyzing lawn, developing treatment programs to address each lawn's specific problems, monitoring lawn status, evaluating its progress during every visit and adjusting custom treatment program.

Customer service representative/driver/food line 02/2009 to 11/2011

Company Name " City , State

- Entered customer orders, prepared pizza dough and toppings, made pizzas and delivered customer orders safely within company time requirements.

Education

Bachelor of Arts : History 8 2014 Texas A&M University Corpus Christi - GPA: Recipient of Rising Star Scholarship Academic Achievement Award, Texas A&M History Recipient of Rising Star Scholarship Academic Achievement Award, Texas A&M

Lone Star Community College - City , State

Diploma : 1 2008 Jersey Village High School - City , State

Skills

balance sheets, client, database, delivery, financial statements, funds, Excel, PowerPoint, Microsoft Word, progress, QuickBooks, sales, taxes, Technician