



ESSEX TEMPORARY SERVICES^{INC}

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-391-3624

For further assistance call The Essex Companies at 212-391-1515

ET 328003

Competent, dedicated, and detail-oriented individual. Looking to gain an entry level accounting position where accounting skills and academic knowledge will be leveraged, as well as go beyond what is expected to help the company attain success

Work Experience

ADMINISTRATIVE ASSISTANT/ACCOUNTS RECEIVABLE

FORT GEORGE COMMUNITY ENRICHMENT CENTER - New York, NY

May 2015 to September 2018

- * Prepare bank deposits, monthly bank reconciliation, quarterly and year end closing reports
- * Create invoices and process payments in accounting system
- * Applying and recording checks, for customers and vendors
- * Responsible for the petty cash draw and petty cash usage file

ASSET PROTECTION CLERK/ RECEIVING CLERK

BJ'S WHOLESALE CLUB - Farmingdale, NY

October 2005 to May 2015

- Monitored and investigated internal currency
- Perform daily inventory of high ticket items, investigate and document discrepancies
- Identified risk areas to prevent shrink
- Processed returned checks

Education

BS in ACCOUNTING

POST UNIVERSITY

May 2019

HIGH SCHOOL DIPLOMA

CLARENDON COLLEGE

2004

Additional Information

- Excellent customer service skills, dedicated to maintaining customer satisfaction.
- Effective communication skills, ability to respond to requests in a timely manner.
- Team oriented, ability to work independently or as a cooperative team member.

COMPUTER SKILLS: Proficient in Microsoft Word, Microsoft Excel Sage software and Quick Books