

Jack Smith

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Qualifications

- Excellent communication, developing long-term partnerships across all levels of organization.
 - Demonstrated leadership ability, evidenced by Eagle Scout status, various lead roles on projects, and community involvement. Financial analysis, risk analysis and working knowledge of balance sheets.
 - Innovative problem solver with advanced ability in clarifying problems and evaluating alternatives.
 - Highly proficient in MS Excel, Word, Power Point, Access and internet tools.
 - Reliable, purposeful and solutions oriented worker with a track record of customer service.
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Education

Bachelor of Arts in Accounting, Seattle Pacific University, Seattle, WA. June 2008

- Honors: Cum Laude – GPA in Major: 3.79
 - Courses include: Financial Accounting, Managerial Accounting, Federal Income Taxation, Auditing, Cost Accounting, International Accounting, Accounting Information Systems, Operations Management, Human Resources Management
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Experience

Payroll Officer, ABC Company, Inc., Seattle WA, August 2008 – present

- Created a certified wages payroll handbook and oversaw implementation to ensure quality payroll.
- Handled, collected, and inspected over 60 employee's timesheets daily.
- Calculated and recorded hourly rates for private wages and state and federal certified wages.
- Updated employee records and generated daily reports using Dexter & Cheney Forefront Software.
- Arranged and recorded all equipment usage to improve equipment records.

Administrative Assistant, Seattle Law Firm, Seattle WA, July 2007 – June 2008

- Recorded daily incoming payments to assist accounts receivable.
- Reconciled General Ledger with bank statements to ensure accurate records.
- Prepared bid reports and checked for accuracy upon submission.

Computer Information Systems Help Desk, Seattle Pacific University, September 2006 – June 2007

- Promptly respond to 15-50 phone and email technology questions per hour presented by faculty, staff, and students.
- Schedule campus wide portable computer and media equipment usage. Oversee check out and return process.