

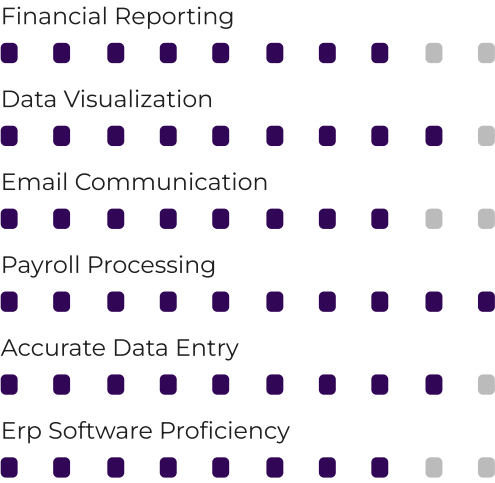


OLIVIA SMITH

Entry-Level Account Clerk

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SKILLS



INTERESTS

- DIY Projects Crafting
- Meditation History

STRENGTHS

- Humility Innovation
- Insightfulness Integrity

LANGUAGES



ACHIEVEMENTS

- Streamlined invoice processing, reducing errors by 15%.
- Maintained accurate financial records, contributing to a 10% increase in efficiency.

PROFESSIONAL SUMMARY

Motivated professional with two years of hands-on experience in account management and financial documentation. Adept at processing transactions, maintaining accuracy in records, and supporting customer inquiries. Eager to contribute to a dynamic team by leveraging strong organizational skills and attention to detail.

WORK EXPERIENCE

- Entry-Level Account Clerk Apr / 2024-Ongoing
Quantum Solutions LLC Phoenix, AZ
- Processed cash transactions and verified checks, ensuring accuracy in account reconciliation.
 - Managed account openings and closures, issuing refunds and creating invoices as needed.
 - Conducted audits of internal records, identifying discrepancies and collecting outstanding revenue.
 - Checked and coded invoices, preparing vouchers for payment and maintaining a detailed voucher register.
 - Assisted in budget preparation by compiling financial figures and reports.
 - Recorded daily cash transactions, prepared bank deposits, and maintained cash ledgers.
 - Utilized various office equipment, including calculators and computers, to enhance operational efficiency.

- Account Clerk Apr / 2023-Apr / 2024
Lakeside Apparel Co Chicago, IL
- Facilitated the opening of new customer accounts, ensuring compliance with company protocols.
 - Provided training and mentorship for new hires, fostering a collaborative work environment.
 - Educated customers on bank products, enhancing service offerings and customer engagement.
 - Managed logs of daily cash transactions, ensuring accurate financial reporting.
 - Delivered general customer service and resolved complaints effectively.
 - Collaborated with team members to streamline account management processes.

EDUCATION

- Associate of Science in Accounting Apr / 2022-Apr / 2023
Springfield Community College Denver, CO
- Completed coursework in financial accounting, business mathematics, and tax preparation.