

ROBERT SMITH

Cash Control Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly motivated accounting student seeking job opportunities. Interested in gaining valuable experience in the accounting industry.

CORE COMPETENCIES

MS Office, Communication Skills.

PROFESSIONAL EXPERIENCE

Cash Control Clerk

ABC Corporation - June 1997 – August 1997

Key Deliverables:

- Knowledge and skill using Word and Excel Performed mock interviews with military personnel nearing the end of term Led orientation sessions with new employees in several past positions Conducted linear regression analyses Researched UTSA student services system in order to recommend improvements 2/29/16 Recruiting I would like to be considered for the position of HR Asst.
- Knowledge and exposure to this line of work from my education at the University of Texas at San Antonio.
- Worked with spreadsheet, database, and word processing programs in several of my past positions.
- Involved in worker and manager communication in each of my past and current position.
- Worked for my current employer, (Home Depot), for 14.5 years.
- Immediately following graduation I worked as an assistant teacher for a building maintenance class in the Fort Worth area.
- Tracked attendance, work effort, and overall attitude on a computer spreadsheet.

Cash Control Clerk

Delta Corporation - 1992 – 1997

Key Deliverables:

- Opening the safes and balancing the vault.
- Putting together float bags for each register and doing the night deposits and putting deposit together for garda.
- As well as other bookkeeping duties.
- Learning how to use spreadsheets and being a bookkeeper Skills Used My 10 key experience and cash handling experience as well.
- Processed cash receipts and sales entries in the cash control computer application Created and distributed daily tills with different denominations .
- Processed incoming assignments from clients in factor soft Post payments to invoices.
- Cash Control construct, issue, collect, count and audit cashier funds 2006 - Team Member Rides.

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EDUCATION

- BBA