

Barbara Smith
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Profile

Enthusiastic recent business graduate with experience across numerous customer service positions as well as cash management roles. Academic proficiencies include accounting, economics and corporate finance.

Key Skills

- Cash management
- Attention to detail
- Customer service
- Microsoft Office
- QuickBooks
- Payroll processing

Education

Bachelor of Science, Business Administration, Cleveland State University, Cleveland, OH
September 2015 to May 2019

Professional Experience

Finance Assistant, XYZ Boutique, Cleveland, OH
June 2019 - Present

- Support finance needs for the store, including bookkeeping and invoicing
- Reconcile revenue and expenses to determine store profits
- Work with accounting staff to generate financial statements to support management in setting targets
- Assist in payroll processing, including verifying hours and cutting checks to employees
- Collect cash from sales and deposit it into corporate bank accounts on a weekly basis

Professional Experience

Cashier, Jumbo Supermarket, Cleveland, OH
May 2017 - June 2019

- Supported customers during the checkout process, including scanning and bagging items
- Processed customer payment, including credit cards, debit cards, EBT and cash, including providing correct change
- Maintained a balanced drawer throughout shifts to ensure no loss of income for the supermarket
- Assisted as needed in other areas of the store, including stocking shelves and pushing carts