

Jerry Hartfield
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Profile

Highly self-motivated and organized individual with a recently acquired degree in accounting from Florida Institute of Technology. Excellent computer and mathematics skills with keen attention to detail and the ability to remain calm while under pressure. Over one year of experience working in an office environment using a variety of computer software programs. Aptitude for problem-solving and a track record of high performance.

Key Skills

- Excellent mathematics and IT skills
- Ability to remain calm under pressure
- Previous experience using bookkeeping computer software
- Keen attention to detail
- Impressive organizational ability
- Impeccable interpersonal skills and ability to build and maintain professional relationships

Education

Associate in Applied Science in Accounting

Florida Institute of Technology, Melbourne, FL, September 2018 - June 2020

Took part in a practical experience program that enabled me to gain industry experience in bookkeeping and accounting.

Coursework Completed:

- Macro and Microeconomics
- Personal Finance
- Business Law
- International Finance
- Corporate Finance

Professional Experience

Bank Teller, Barclays Bank, Melbourne, FL

April 2020 - February 2021

- Processed cash deposits and withdrawals and handled large sums of money
- Dealt with personal and commercial accounts
- Prepared proof sheets to account for daily transactions
- Handled customer inquiries via email, telephone, and in-person

Office Clerk, The Marketing People, Melbourne, FL

October 2018 - June 2019

- Maintained and organized files, record, and online CRM systems
- Answered all incoming phone calls and emails to preserve customer satisfaction
- Undertook some basic bookkeeping tasks and issued invoices to clients
- Maintained general organization of the office

Certifications

- Universal Class Certified in Accounts Receivable Management, June 2020