

Francesca Russo

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Detail-oriented associate's degree graduate with a penchant for numbers, as demonstrated by my GPA score of 71. Hardworking, highly-organized, and keen to demonstrate my aptitude for accounting in a vocational setting, where I can learn from experienced colleagues and demonstrate my aptitude for teamwork. My unblemished attendance record at school and work placements are testimony to the diligence and dedication I pride myself upon.

Education

Associate Degree in Accounting

Minnesota State College, St Paul, MN
September 2019 - June 2021

Vice-President of the Student Council

Coursework completed:

- Mathematical aptitude
- Spreadsheet development
- Purchase ledger
- Banking reconciliation

Key Skills

- Accounting
- Bookkeeping
- QuickBooks
- MS Office
- Payroll
- Tax preparation
- Sage
- Data analysis

Professional Experience

Accounting Clerk Intern

BigData, Minneapolis, MN | June 2020 - September 2020

- Responsible for banking reconciliation, payroll, VAT and tax returns and purchase, and sales invoices
- Helped solve queries regarding payments and invoices
- Distributing post, answering calls, and filing
- Quickly inputting and manipulating financial data
- Monitored customer accounts for delayed and non-payments

Accounting clerk

Minnesota State College, St Paul, MN | January 2017 - June 2020

- Banking reconciliation and daily data input
- General office duties and managing spreadsheets and accounting software
- Processing credit notes and invoices
- Cash handling
- Typing letters and emails
- Liaising with supervisors and teammates to maximize productivity