

Angel Weaver

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PROFILE

Efficient and hardworking business administration graduate with a strong educational foundation in accountancy principles and practices. Advanced mathematical ability with a detail-oriented approach to accountancy tasks. Dedicated team player with the resilience and determination to thrive in a fast-paced, time-sensitive working environment.

PROFESSIONAL EXPERIENCE

Store Associate

Big Apple, Augusta, ME | September 2020 - Present

- Settle the cash drawer at the end of each shift, investigating and successfully resolving 98% of discrepancies
- Assist the manager with stocktaking and maintain accurate records, using previous sales statistics to order products in appropriate quantities
- Work collaboratively with a team of up to 7 colleagues to promote product lines, exceeding 87% of personal sales targets in 2020
- Respond to customer queries and complaints in-person and via telephone and email, achieving an average 97% satisfaction rating throughout employment

Sales Associate

Dollar General, Augusta, ME | June 2018 - September 2020

- Greeted customers upon entry to the store and responded to questions politely and efficiently
- Leveraged active listening skills to assess customer requirements and suggest appropriate solutions
- Maintained a hygienic and safe store environment and quickly dealt with potential health and safety hazards
- Processed till payments and kept accurate transaction records

EDUCATION

Associate of Science in Business Administration (Accounting)

University of Maine At Augusta, Augusta, ME
September 2019 - June 2021

Coursework completed:

- Financial Accounting for Management Decision Making
- Accounting Information Systems
- Auditing, Assurance, and Consulting Services

KEY SKILLS

- Accounts receivable
- Financial auditing
- Teamwork
- Mathematical reasoning and problem-solving
- Clear and concise communicator
- Fluent in Spanish