

Jacquelyn Aranda
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Career Summary

Dedicated and hardworking individual seeking internship opportunity within a company that values, teamwork, experience, and education. In quest of the chance to start a career in the Accounting field.

Education

Del Mar College, Corpus Christi, Tx.
Certificate: Accounting

Graduation Date: May 2018

Classes Related

QuickBooks
Introduction to Computerized Accounting
Business English
Federal Income Tax
Payroll and Business Tax Accounting

Introduction to Accounting
Principles for Managerial Accounting
Business Math
Special Topics in Accounting

Skills

Computer: Microsoft Word, Excel, QuickBooks, Access, PowerPoint, Web DMC, Canvas

Social Media: Facebook, Instagram, Snapchat

Administrative: Inventory, placing orders, filing, answering customer concerns, scheduling appointments, fast typing

Related Work Experience

Deep Splash Inc.

February 2013- April 2015

Cashier

- Open and closed the store on a daily basis ensuring the security and accountability of monetary funds
- Checked- in time cards to ensure the confirmation of time worked by employees
- Maintained customer service by answering telephones and addressing customer concerns
- Sustained the workplace high volume telephone calls
- Procured inventory of souvenirs, clothes, toys, decals, accessories and other items monthly
- Placed orders for inventory for the sustainment of merchandise
- Managed and maintained the weekly schedule of at least 10- 15 employees for the assurance of workplace coverage

Employment Experience

Angel Bright Home Health
Provider

February 2017-Present