

Lacey Fletcher

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EXPERIENCE

Setliff Companies

Bookkeeper

- Accounts Payable/ Accounts Receivable
- Reconcile Bank and Credit Card Statements
- Prepare quarterly intercompany invoices
- Perform general office duties and administrative tasks
- Internal audit of financials
- Trained new employee

Corpus Christi, TX
January 2017 – Current

Volunteer Income Tax Assistance (VITA)

Volunteer

- Prepared Forms 1040, 1040EZ
- Interviewed clients

Kingsville, TX
Tax Season: 2017 and 2018

Martini Brick Sales

Secretary/Assistant

- Informed customers about inventory and helped with sales
- Entered Bills/ Data entry
- Invoicing, Billing and Receivables

Corpus Christi, TX
August 2015 – January 2017

COMPUTER SKILLS

- QuickBooks
- Sage Peach Tree Accounting
- Tax Slayer Pro Software: Forms 1040, 1040EZ
- H&R Block: Forms 1120S, 1120C, 1065
- Microsoft Office: Word, Excel, Power point, Outlook

EDUCATION

Texas A&M University – Kingsville

Bachelor of Business Administration, Accounting

Relevant Coursework

- Financial and Managerial Accounting
- Accounting Information Systems
- Income Tax Accounting
- Intermediate Accounting, I & II
- Ethics for Accountants
- Intro to Auditing
- Corporate Income Tax
- Financial Statement Analysis
- Cost Accounting
- Advanced Financial Accounting
- Business Law for Accountants

Expected Graduation: May 2018
GPA: 3.83

Calallen High School

Top 9% of Class, Summa Cum Laude

May 2015
GPA: 5.01/5.0

HONORS & ACTIVITIES

- Treasurer of the Accounting Society
- Active Member of TAMUK Honors College
- Dean's List, TAMUK
- President's List, TAMUK
- Summa Cum Laude
- Golden Key Member
- Delta Mu Delta Member