**Whitney C. Miller**

1311 Steele Street

Chicago, IL 60601

Phone no: 312-345-8907

Email:whitneymiller@anymail.com

**Job Objective:**

A proficient accounting professional with 6+ years of experience in managing accounting operations for corporations. Exceptional abilities in resolving complex issues related to costs, tax, finance, and company account. Outstanding knowledge of accounting principles and laws. Strong analytical, communication, and leadership skills. Adept at streamlining accounting operations, and managing company finance.

**Summary of Skills:**

* Thorough understanding of accounting and financial systems, procedures and policies, GAAP, auditing, tax planning, latest accounting procedure, and financial reporting
* Skilled in budgeting, financial research and analysis, and drafting financial statements
* Strong leadership and team-working skills to help accounting team and other accounting staff perform and accomplish day-to-day financial and accounting tasks in an efficient and effective manner
* Effective written and verbal communication skills to build professional relationships and rapport with accounting team, clients and stakeholders
* Solid critical and strategic thinking skills under pressure and to help organization in making effective business decisions
* Exceptional organizational skills and ability to handle multiple tasks simultaneously, and under strict deadlines
* Excellent mathematical skills to deal with lots of numbers and solve complex calculations
* Strong analytical and problem-solving skills to analyze accurate accounting and financial data and solving issues related to it
* Proficiency in using Microsoft Office, Google Docs, ERP systems, QuickBooks, and other accounting software

**Work Experience:**

Chief Accounting Officer

Assured Partners Corporation, Chicago, IL

January 2016 - Present

* Supervising accounting and bookkeeping activities, identifying and proposing solutions for all key issues, analyzing journal entries, reviewing all bank accounts reconciliations and transactions, organizing and maintaining financial records, and assisting with audits
* Preparing and presenting financial reports, important accounting matters, strategic positioning and key performance indicators
* Implementing internal control framework, and delivering quality financial information to senior management team on a timely basis
* Updating and managing accounting policies and procedures in compliance with generally accepted accounting principles
* Developing financial and tax strategies, overseeing long-term budgetary planning and cost management in alignment with organization's goals
* Preparing financial statements and other reports to summarize and interpret company's financial position
* Maintaining integrity and confidentiality of the financial information
* Administering general ledger functions, and consolidating monthly, quarterly and annual financial statements.

Senior Accountant

Esquired Inc., Chicago, IL

February 2013 - December 2015

* Managed month-end closing process, prepared and analyzed financial reports, presented departmental budget, prepared financial statements and generated cost reports
* Supervised accounting staff, journal entries, reconciling of balance sheets, account payable and account receivable
* Developed and implemented new procedures to enhance workflow of the account department
* Created financial statements, and maintained a coherent system of accounts with a supporting filing system
* Assisted with compiling accurate accounting and financial information for internal and external auditors.

Accountant

East lake Capital Management, Chicago, IL

December 2011- January 2013

* Assisted in various accounting activities, including account receivable, account payable, data entry, filing, budgeting, general ledger posting, auditing, reporting, and other special projects
* Compiled and analyzed financial data, and prepared monthly and annual financial statements
* Assisted in making financial decisions by establishing, monitoring and enforcing efficient accounting policies and procedures
* Performed banking duties, and participated in the annual budgeting process
* Supported monthly financial closing by collecting supporting documents, and ensuring all financial deadlines were met

**Education:**

* Master's Degree in Accounting  
  University of Illinois, Chicago, IL  
  2010
* Bachelor's Degree in Accounting  
  University of Illinois, Chicago, IL  
  2007

**Certifications:**

* Certified Public Accountant (CPA)  
  2011

**Reference:**

On request.

William B. Miller

1118 Perrine Street

Los Angeles, CA 90002

Phone: 323-454-2322

Email: williammiller@anymail.com

Job Objective:

Highly professional and motivated Chief Cashier with effective communication, customer-service, and leadership skills along with an excellent head for figures and calculations. More than 5 years of experience in retail cashiering, processing cash transactions and training, monitoring and directing cashiers to support overall store operations and providing best customer-service.

Summary of Skills:

* Strong numerical skills to handle cash and financial transactions accurately along with the ability to pay attention to every detail
* Basic computer skills and proficiency in using POS and cash register systems, including scanners, cash drawers, calculator, and money counter machine
* Excellent leadership and team-working skills to lead and mentor other cashiers and assist them in performing daily cashiering tasks efficiently and to achieve organization's growth objectives
* Posses friendly, positive attitude while dealing or interacting with customers or store team members
* Ability to work under pressure, and remain calm and patient while handling dissatisfied or angry customers
* Strong organizational, multi-tasking skills with an ability to adapt in a fast-paced work environment and
* Effective communication and customer-service skills to build strong relationship and rapport with customers and staff
* Active listening and problem-solving skills along with the ability to adapt and learn new technologies quickly

Work Experience:

Chief Cashier

Barnes and Nobles, Los Angeles, CA

December 2016 - Present

* Supervising staff to perform daily cashiering tasks efficiently, and also assisting in staff recruitment, training, and development
* Answering customer-service phone calls, and articulating products and services information to customers succinctly
* Recognizing potential issues and consulting the managers on duty to resolve them
* Greeting and assisting customers with their purchases and in locating items in an expeditious and courteous manner
* Handling and tallying cash register with cash in the drawer
* Ensuring the reception and cashier counter are well maintained
* Accepting store deliveries and replacing defective or expired items with the new ones
* Replenishing shelves with goods and preparing list of running products for order
* Handling and processing cash transactions, refunds and returns in compliance with established policies and procedures
* Managing all checkout functions by monitoring cash drawer amounts and maintaining cleaned and orderly checkout areas

Cashier

Scout and Molly's, Los Angels, CA

February 2014 - November 2016

* Assisted supervisors to set sales goals, and maintained good relationship with them to ensure operations are performed efficiently
* Processed billing, collected checks and cash and also ensured that the customer received correct order
* Provided friendly, responsive, and exceptional customer service by addressing their request, responding to their inquiries, and providing support throughout their shopping experience
* Recorded amounts received, refunded, cash drops, and also maintained transactions documents
* Gave cash refunds, or issued credits to customers for returned products with managers approval
* Ensured that the cash drawer amounts were correct by counting money at the beginning and end of the shift
* Managed store shelves, tracked inventory and maintained cleanliness of store and sales floors

Cashier

Times Supermarket, Los Angels, CA

January 2012 - December 2013

* Pro-actively approached customers to identify their needs and providing them recommendations that connect them to the right product
* Accurately handled cash, checks, credit cards, gift cards, and coupons
* Maintained store safety standards and assisted in maintaining store cleanliness, including sales floor, stock room, lockers, and kitchen
* Scanned items as quickly as possible, ensured their pricing accuracy, and tallied total
* Operated cash register following sales and cash handling procedures outlined in training manual
* Answered phone calls, and monitored pick-up and delivery orders

Education:

* High School Diploma   
  Santo High School, Los Angeles, CA  
  2011