**Functional**

# **General Grizzly**

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## Profile

Experienced and versatile professional seeking a full-time position with Company XYZ. Desire to utilize diverse skill set and knowledge areas in an administrative capacity to assist the Human Resources Department, Marketing Department, or Payroll and Benefits.

* Experienced in bookkeeping/accounting, fitness, journalism and social work
* Industry backgrounds includes accounting, manufacturing, self-employment and software
* Ability to excel in a fast-paced environment
* Ability to work productively both independently or with a team
* Proficiency in Microsoft Word, Excel, Outlook, PowerPoint and Publisher; Quickbooks, SAP, TIMS, ACCPAC, ProSeries Business Management Software, Adobe Suite

## Skills

**Attention to Detail/Documentation**

* Prepared income, payroll and sales tax returns for individual, small business, corporate, s-corporate and sole-proprietorship clients
* Operated as a full-charge bookkeeper preparing income statements and balance sheets
* Handled accounts receivable/payable and processed checks for mailing
* Handled billing, created estimates and invoices to submit to customers
* Maintained confidentiality and accurate ledgers for recordkeeping

**Oral and Written Communication**

* Provided exceptional customer service and established rapport with diverse clientele
* Engaged with clients successfully through various modalities
* Interacted with vendors or internal department representatives at all levels to correct inaccuracies on effected accounts

**Payroll/Benefits**

* Ensured general and workman compensation insurance policies were current
* Prepared weekly payroll for processing and ensured payment for vendor services for both domestic and international accounts
* Tracked and reconciled employee benefits including car allowances and company cell phones

**Problem-Solving/Research**

* Contacted the IRS, Georgia’s Department of Revenue, vendors and clients regarding discrepancies
* Acted as liaison for accounts payable department for SAP-related issues during implementation project
* Prepared profit and loss statements and bank reconciliations for small business clients
* Assisted in reconciliation and investigation into discrepancies in monthly inventory cycle counts

**Time Management**

* Processed approximately 100 invoices per week
* Prepared over 40 spreadsheets each month to document cost allocation of telecommunication
* Managed full-charge bookkeeping for over 20 small business clients on a monthly or quarterly basis

## Experience

**Income Tax Preparer**, Liberty Tax – Snellville, GA; Loganville, GA 2014 – 2016

**Accountant, A/P, A/R, Payroll,** SVK Services, Inc. – Johns Creek, GA 2015

**Accountant/ Income Tax Preparer,** Self-Employed – Atlanta, GA 2013 – 2014

**Accounting Assistant/Customer Service,** Blow Mold Services (BMS) – Alpharetta, GA 2008 – 2013

## Education and Training

**Master of Business Administration,** University of Georgia – Athens, GA

**Bachelor of Business Administration in Accounting,**Georgia Gwinnett College – Lawrenceville, GA