

MARY JONES
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Possesses clerical office experience for the medical industry in accounting, accounts payable and accounts receivable. Served as a versatile accounting clerk within different departments requiring the use and knowledge of newly updated software.

- Investigated and improved access to purchase order information from several weeks to same day through learning newly implemented software.
- Undertook the responsibility of learning an entirely new software package, increasing data entry by 35% more than the original data entry process.
- Participated in updating all unpaid bills (due to a transition phase in software) that dated back from 2003 for more than 5,600 vendors.

A self-motivated accounting clerk who knows how to efficiently work with data entry, A/R deposits, spreadsheets, coversheets and general A/P expenses and invoices.

ACCOMPLISHMENTS

- Participated in the reconciliation process that was backed by up to six months of unbalanced bank statements.
- Updated and printed reports of outstanding, unreconciled, system and manual checks.
- Solved and researched for “homes” of unknown checks from insurance or patients deposited into company account through accounts receivable.

EXPERIENCE

Medical Central, Los Angeles, California 2008-Present

Accounting Clerk

Responsible for the bank reconciliation report, accounts payable billing and assisting accounts receivable with deposits and spreadsheets.

Los Sabores Restaurant, Los Angeles, California 2004-2008

Waitress

Provided service as a cashier, waitress and general restaurant clerk.

Displays 4 You, Glendale, California 2000-2004

Customer Service Clerk

Assisted with cashiering, customer service and maintaining the overall display of the store.

EDUCATION

University of California, Los Angeles, Los Angeles, California

General courses, 2008-Present

LANGUAGES: Spanish

COMPUTER SKILLS: IBM 36, Lotus 123, Windows, Symix, Mapix, ten-key, 60 wpm typing.