

Penny Ledger

Green Bay, WI

920-555-1234

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SUMMARY OF QUALIFICATIONS

- Working knowledge of general ledger, P&L, ADP payroll, purchase orders, billing, financial reporting, invoicing, and banking and investor relations
- Developed interpersonal skills by working with business professionals, clients, and staff
- Self-motivated, with the ability to identify needs and set priorities
- Detail-oriented; ensures accuracy and precision in work
- Critical thinker, problem solver, and decision maker
- Active and collaborative team player
- Strong time management, organization, multitasking, and prioritization skills
- Proficient in Microsoft Office Suite
- Bilingual: English and Spanish

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI

Accounting Assistant, Technical Diploma

May 2024

- Relevant Coursework: Government and Nonprofit Accounting, Computer Ledger, Payroll and Cost

EXPERIENCE

Accounting Clerk/Bookkeeping Intern

January 2024 – Present

Company 123, Green Bay, WI

- Create filing processes to manage cash receipts saving over 50 hours of staff time annually
- Compile reports, such as cash receipts, customer-bill charges, and sales for accounting and management purposes
- Maintain accounts payable/receivable and reconcile bank accounts
- Prepare monthly financial reports and year-end adjustments
- Process daily cash receipts and make bank deposits

Cashier

June 2024 – December 2024

Festival Foods, Green Bay, WI

- Counted cash and reconciled charge sales and cash receipts with total sales to verify accuracy of transactions and merchandise sold
- Advised customers on purchases
- Provided exceptional customer service and support
- Assessed organizational needs and implemented administrative procedures

COMMUNITY INVOLVEMENT

Blood Drive Event Volunteer

June 2024 – Present

American Red Cross, Green Bay, WI

Mentor for Youth

May 2024 – Present

Big Brothers Big Sisters of Northeastern Wisconsin, Green Bay, WI