

VALERIE MARSHANTO



(775) 123-4567



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ASSISTANT BOOKKEEPER

- Detail oriented with a good figure aptitude; keenly recognize and correct discrepancies.
- Experienced in light bookkeeping, and handling, recording, and vaulting of large cash sums.
- Completed a one-year Computerized Office Technology training course.
- Hardworking, reliable, and trustworthy; understand the importance of a job well done.
- Interact directly with customers in a friendly and professional manner.
- Computer literate; enjoy learning and training others; communicate effectively in English/Spanish.

PROFESSIONAL EXPERIENCE

USA SUPERMARKETS, Carson City, NV

2011 - Present

Fast-tracked across multiple positions, retaining former responsibilities with a focus on current role:

Assistant Bookkeeping Clerk (2016 - Present)

Front-end Associate (2013 - 2016)

Cashier, Bakery / Deli Clerk (2011 - 2013)

- Work with Bookkeeper on computerized account reconciliations, including gift certificates, money orders, vouchers, food stamps, and both Western Union and Lottery sales.
- Prove out, prepare reports, enter data into system and carry out money drops.
- Handle voids, approve overrides, and ensure the processing of cash register and credit card transactions demonstrating a keen aptitude and memory for numbers and codes.
- Supervise cashiers in areas of scheduled breaks and routine spot checks to verify draw counts.
- Manage cash register transactions and prepare detailed reports.
- Input SKU-based data to activate inventory pricing modifications and promotions.
- Greet and serve customers exercising a customer-focused attitude.
- Coordinate with other departments on daily store operations.
- Prepare, decorate, and display food products.
- Maintain standards set by Board of Health.

EDUCATION

CARSON CITY VOCATIONAL - Carson City, NV

Certificate of Completion | Computerized Office Technology, 2011

COMPUTER SKILLS

Word and Excel; QuickBooks; POS