

Bruin T. Bear

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Bookkeeping / Payroll / Accounts Receivable / Accounts Payable / Accounts Management

3 years of progressive accounting experience including small business operations and corporate support

Summary of Qualifications

Technology / Software Application:

Excel: MOS Expert exam ready, business-formatted worksheets, data tables, advanced functions and formulas

Word: Utilize wizard functions, create edit letters and memos, and utilize labeling and mail merge functions

Outlook / Project: Email and calendaring functions; organize tasks and workflow

Peachtree: account receivable, account payable, inventory, payroll, fixed assets and general ledger

SAP: Invoice retrieval and lookup, real-time deliverables, customer communication

Management and Operational Support:

- Able to complete accounting cycle with a focus on reporting of business transactions, preparing financial statements, income taxes, liabilities, and budgeting
- Experienced with Generally Accepted Accounting Principles (GAAP)
- Trained in an automated office environment, including utilizing scheduling and electronic calendar functions, continuous improvement and enhanced organization, and effective communication skills, experienced with ERPs and MRPs
- Established history of communicating effectively within team and project focused environments; highly organized with emphasis on detail and accuracy, meeting deadlines, prioritizing, and multi-tasking
- Demonstrated management support and leadership including problem solving, planning, management control systems, and organization
- Specialized in Just-In-Time principles, strategic inventory and waste controls, and maximizing profit margins

Education

Kellogg Community College, Battle Creek, MI
Associate in Applied Science | Major: **Accounting**

Expected Graduation: May 20XX
GPA: 3.8 / 4.0

Academic Accomplishments:

- President: Phi Theta Kappa (Alpha Nu Eta) – International Honor Society for 2-year colleges
- Dean's List (5 consecutive semesters)
- Treasurer: Bruin Accounting Club

Related Experience

Co-Op / Purchasing Assistant | *Kellogg Company*, Battle Creek, MI

September 20XX - Present

Serve under the direction of the Purchasing Specialist with specialized duties in purchasing and inventory overhaul; communicate with vendors and coordinate department needs with the Finance and Accounting departments

Accomplishments:

- Facilitate the upgrade of inventory tracking and purchasing capabilities; initiate project to identify areas of improvement and eliminate waste, with a projected department saving of \$100,000
- Train new Co-Op students with SAP database
- Received two promotions and several extensions on Co-Op assignment based upon performance

Bookkeeper Assistant | *Bruin and Associates*, Battle Creek, MI

August 20XX – September 20XX

Provided accounting support for a small accounting firm with emphasis on balancing account payables and account receivables

Accomplishments:

- Assisted with the accurate reporting and tracking of over \$250,000 of quarterly revenues