

Jerry Jaguar

McAllen, TX 78501

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OBJECTIVE

A motivated, intelligent professional seeking a full-time clerical support position with a company that promotes professional growth.

EDUCATION

South Texas College, McAllen, TX

May 2020

Bachelor of Applied Science in Organizational Leadership

South Texas College, McAllen, TX

December 2018

Associate of Applied Science in Business Administration: Accounting

EXPERIENCE

Rural Texas Homes, McAllen, TX

Accounting Clerk

December 2019-Present

- Provide clerical support and oversee maintenance of dwellings
- Responsible for accounts payable & receivable, bank reconciliation, data entry into QuickBooks and access, payroll, prepared various tax reports
- Prepare itemized statements, bills, or invoices and record amounts due for items purchased or services rendered.
- Perform bookkeeping work, including posting data or keeping other records concerning costs of goods or services or the shipment of goods.
- Operate typing, adding, calculating, or billing machines.

South Texas College, McAllen, TX

Work Study (Career & Employer Services Dpt.)

January 2019-November 2019

- Provided clerical support to caseworkers and assisted students with questions concerning career services
- Answered phone calls and relayed messages to the appropriate individual while maintaining the organization of office records through data entry and filing

RELEVANT COURSEWORK

- Business Principles
- Principles of Managerial Accounting
- Microcomputer Applications
- Principles of Economics

SUMMARY OF SKILLS

- Bilingual- able to speak, read, and write the Spanish and English languages fluently
- Computer skills- Microsoft Office (Word, Excel, PowerPoint), Access, QuickBooks
- Adaptability- work well with others and independently
- Effective verbal and written communication skills