

JASON BROWN

Address: 88888 Pyramid Peak Court, Rancho Cucamonga, California 91737
Phone: 888.888.8888 E-mail: jasonbrown@outlook.com

ACCOUNTANT

QUALIFICATIONS SUMMARY

Astute, highly analytical professional and bachelor's degree in Accounting graduate; enthusiastic in securing an entry-level accountant role that offers professional growth and advancement within diversified areas of the industry, to leverage skills and knowledge in strengthening client relations and establish new business, while optimizing the following qualifications:

- Ten (10) years of progressive business and retail management experience
- Strong analytical competencies and proficiencies
- Expert capability to accurately determine needs, recommend solutions and alternatives to current situations, and cultivate longstanding/profitable customer relationships
- Capability of multitasking in competitively challenging and high-growth environments
- Extreme attention to detail and ability to coordinate and provide a broad-based accounting and administrative support

EDUCATION

Bachelor's Degree in Accounting | 2012
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA, CA

Associate of Arts in Liberal Arts | 2009
CHAFFEY COLLEGE RANCHO CUCAMONGA, CA

CAREER OVERVIEW

General Management and Leadership

- Worked in partnership with general manager and owner; supervised and ensured integrity of service
- Established and maintained employees and customer relations.
- Ensured proper execution and timely accomplishment of daily tasks.

Administrative Support | Clerical Functions

- Performed various duties and responsibilities, including corresponding with customers, controlling inventory, monitoring stock supplies, promoting products and services, and overseeing the operations in a timely manner
- Systematized and closely monitored inventory levels on a weekly basis
- Organized financial records for weekly and monthly accuracy

Staff/Client Communication

- Provided superior customer service and ensured utmost client satisfaction by meeting store quality and service standards at all times.
- Properly communicated with customers concerning various complaints and problems; and resolved issues effectively under stressful situations.

Accomplishments

- Generated significant growth of sales in the recreational area through application of leadership skills in managing a staff of eight
- Leveraged efficiency in business operations and successfully led cost reduction by analyzing revenues and expenses and increased efficiency for potential growth
- Drove a total annual sales increase of 5% by providing excellent customer service

WORK HISTORY

Manager, Recreation Facility | COMPANY, COPENHAGEN, NY
Owner-Operator, Retail | COMPANY, MAMMOTH LAKES, CA

2003–2006
1993–2003