JASMINE BYRD

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PROFILE SUMMARY

Hardworking accounting student with excellent performance in business and accounting coursework with the ability to learn quickly and problem solve. Dedicated and detail-oriented with 3 years of bookkeeping and accounting internship experience.

WORK EXPERIENCE

Assistant Bookkeeper January, 2020 - Current
Holmes, Holmes, & Neisent

- Assists with financial bookkeeping for the business using QuickBooks.
- Reconciles bank statements for 13 accounts.
- Prepares checks to be signed and sent out.
- Collects invoices and review for payment.

Accounting Intern May, 2022 - August, 2022
Climate Control Group

- Coded and batched invoices daily
- Assisted with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Reviewed purchase orders, statements, and invoices to verify amounts owed.

Accounting Intern May, 2019 - August, 2019
International Environmental

- Aided in invoice process.
- Supported accountants by filing documents and scanning paperwork into the system.
- Engaged as needed within the department.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION
Oklahoma Christian University, 5/2023
Major in Accounting
GPA: 3.6 / 4.0

PROFESSIONAL SKILL

- QuickBooks
- Bank statement reconciliation
- Data entry and 10-key
- Excel

LEADERSHIP

Women Who Lead Event Chair, 2020- Current. Point of contact between the Women Who Lead's executive members and campus events office. Assisted in overseeing and organizing both campus and community wide events for women in business and women in the community.