

Sheana Brown

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linkedin.com/in/sheanabrown848

Dear Human Resources,

I am writing to you regarding the job posting on LinkedIn. Your job posting addresses my qualification and my desire to take your organization in the right direction to utilize my skills and professionalism to the next level.

Having the ability to makes decisions and recommendations regarding hiring, discipline, and promotion of subordinates; reviews performance reports prepared by subordinates and rates employee performance; authorizes leave and overtime; and counsels subordinates on work related problems.

- Train over 30+ employees utilizing systems, database, policies, and procedures.
- Created and managed spreadsheets and templates for all 4-shelter locations.
- In charge of bookkeeping, create purchase orders, oversee accounts payable and receivables and updated & submitted monthly budgets.

Enclosed is my resume, I look forward to discussing my qualification for the open position. I appreciate your time and consideration. Please feel free to contact me at 561-846-1084 in the meantime.

Sincerely,

Sheana Brown

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ACCOUNTING PROFESSIONAL

██████████ | ██████████ | sheanabrown7@gmail.com

Objective

To obtain a challenging accounting position within a growing innovative organization where I can utilize my technical and analytical skills. I possess a bachelor's degree in accounting, including comprehensive coursework in Advanced Financial Accounting and Reporting, Accounting Systems, and Income Tax. Proficient in financial planning, analysis, and reporting with experience in accounting and financial management. Skilled in using JD Edwards and various accounting software for financial planning, supply chain procurement, and HR management. Supported the development and monitoring of budgets, including tracking expenses and revenues. Recorded and reconciled financial transactions, ensuring accuracy and compliance with accounting standards.

Experience

Relation Insurance | Accounting Coordinator

2024-2025

- Maintained and updated financial records, oversaw invoice processing and payments.
- Performed bank reconciliations, prepared financial reports.
- Managed and processed invoices, payments, and receipts, ensuring timely and accurate transactions.
- Supported the development and monitoring of budgets, including tracking expenses and revenues.
- Used AMS, Sage 100 and Assure Claims for check printing, customer maintenance and record J/E

DMG Productions | Accounting Coordinator

2022-2024

- Ensured quality assurance in production, managed production team and schedules, created invoices and managed crew lists.
- Used JD Edwards for supply chain procurement, customer relationship management, and financial planning.
- Supported the development and monitoring of budgets, including tracking expenses and revenues.
- Recorded and reconciled financial transactions, ensuring accuracy and compliance with accounting standards.
- Assisted with internal and external audits by providing necessary documentation and information.
- Communicating with vendors to resolve billing issues and maintain positive relationships.

Community Foundation of Martin & Palm Beach Counties | Accounting Assistant

2022-2022

- Monitored daily banking activity, recording transactions, and processing vendor invoices, grant disbursements, and scholarship disbursements.
- Preparing journal entries, assisting with monthly reconciliations, and ensuring accurate recording and coding of transactions.
- Supporting the preparation of monthly, quarterly, and annual financial reports for internal and external stakeholders.
- Worked closely with the grants and scholarship team to ensure accurate recording and timely disbursement of grants.

- Skills: Accounting, Bank Statements, Process Improvement, QuickBooks, Operating Systems, Scheduling, Administration, Customer Satisfaction.

Gulfstream Goodwill | Accounting Coordinator

2019-2022

- Proficient with Receiving, verifying, and approving invoices for payment.
- Maintaining and administering petty cash and postage accounts.
- Processing and handling expense reports, individual credit card activity, and vendor invoices.
- Managed shipping, receiving, and purchase orders, developed and managed program budgets.
- Supervised staff and handled HR processes, created and managed spreadsheets and templates.
- Used for JD Edwards human resources, supply chain procurement, customer relationship management, and financial planning.
- Skills: Bank Statements, Administration, HR, Start-up, Customer Satisfaction, Customer Relationship Management (CRM).

Education

DeVry University, BS Business Administration

2022

Major: Business Administration | Minor: Accounting

DeVry University, AS Accounting

2011

Major: Accounting

Technical Skills

- Financial Analysis: Expertise in preparing balance sheets, income statements, and other financial reports.
- JD Edwards: Proficient in financial planning, supply chain procurement, and HR management.
- Microsoft Excel: Advanced skills in creating and managing spreadsheets.
- QuickBooks: Experience in efficient bookkeeping and accounts management
- Process Improvement: Implemented streamlined processes for inventory ordering and financial reporting.
- Customer Relationship Management: Managed client relationships and financial planning.