

Jessie Felton

Professional Summary

Motivated professional offering proficiency in data entry combined with strong mathematical and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning.

EXPERIENCE

Stillwater Provisions, Smithfield VA — *Accounting Clerk*

02/2023- PRESENT

- Sorted documents and maintained/organized filing process.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Scanned documents and saved in a database to keep records of essential organizational information.

Metal Tech Of Murfreesboro, Murfreesboro NC — *Purchasing Agent*

10/2020 - 05/2022

- Maintained consistent email communication with stores and suppliers to confirm and track orders and verify price revisions on purchase orders.
- Communicated frequently with stores and vendors to manage orders and verify revisions on purchase orders.

Chesapeake Bay Steel, Norfolk VA — *Accounting Clerk*

05/2018 - 02/2020

- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable. Input high volume of monthly invoices with consistent accuracy using Sage software.
- Reconciled company accounts for credit cards, employee expenses and commissions.

EDUCATION

Gates Co. Senior High School, Gatesville NC — *High School Diploma*

June, 2017

Old Dominion University, Norfolk Va — *No Degree Interdisciplinary studies, Expected May 2025*