

Gerald Raines

805.968.5555: Home Phone

805.456.1108: Cell Phone

743 Winchester Canyon Road

Santa Barbara, Ca 93101

Objective

To get a job as an accounting clerk

Experience

Customer service clerk at Milpas cleaners. Job duties included waiting on customers, getting the clothing ready for dry cleaning, tagging clothes with special cleaning instructions, making change. Worked there from September 2012 to June 2012.

Salesperson at Bromley's Men's Store. Job duties included waiting on customers, stocking shelves and ordering merchandise. Worked there from July 2012 to present.

Computer Skills

- PC competent
- Office Suite: Word, Excel, Power point and Access
- Automated Accounting software

Accounting Skills

- CFO Virtual Enterprise Santa Barbara High School
- Prepared payroll and paid taxes to IRS and Franchise Tax Board
- Handled Accounts Receivable
- Was in charge of Accounts Payable
- Prepared monthly financial statements
- Kept company bank account
- Reconciled bank account

Education

- Santa Barbara High School
- Attended September 2011 through June 2014
- Graduated with high school diploma

References

- Available upon request