

WERNER CONSULTING LLC

Madison, Connecticut

1/01 – 12/05

Bookkeeper

- Maintained records including calculating expenditures, posting receipts, and updating accounts payable and accounts receivable
- Maintained bank records, including bank reconciliation and payments
- Assisted with office filing

BURR POND STATE PARK

Torrington, Connecticut

6/01 – 9/03

Lifeguard

- Managed waterfront
- Oversaw public safety procedures
- Maintained rescue skills
- Maintained grounds
- Assisted in CPR/rescue saving measures when necessary

ACCOMPLISHMENTS

- Saved one life and prevented others from getting into trouble by enforcing the rules
- Strengthened my ability to resolve conflict
- Learned how to work under pressure and keep my cool

TECHNOLOGY

- Proficient with QuickBooks, MS Excel, MS Word, and MS PowerPoint
- Proficient with Internet searches
- Familiar with Peachtree, MS Access, FARS (Financial Accounting Research Software), and XBRL

PREVIOUS EDUCATION

THE GILBERT HIGH SCHOOL

Graduated with High Honors

May 2002

Extracurricular Activities: Swimming, Tennis, Key Club, Chorus, Concert Choir, Chamber Choir, The Cryptic Muse (literary magazine), Yearbook Committee, Students Working to Educate and Eliminate Prejudice (SWEEP), and the Leo Club.

PROFESSIONAL REFERENCES**AVAILABLE UPON REQUEST**
