

Julie J. Jones

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555-123-4567

name@email.com

Summary

Internal control of receiving auto parts to maintain inventory.
Assisted in training new employees.
Audited packages to maintain corrections of shipping charges.
Alpha Numeric data entry for patients' data.

Experience

Assistant Preschool Teacher, Child Care and Learning Center

**September 2007 to May 2010
Los Angeles, CA**

Assisted with writing skills and group activities.
Taken development training courses.
Taken CPR and First Aid training.

Warehouse Associate, High Performance Auto,

**August 2004 to September 2007
Los Angeles, CA**

Internal control- receiving auto parts
Inventory Quantity- actual count inventory auto parts.
Assisted in training new employees

Revenue Recovery, Parcel Delivery Service,

**July 1999 to August 2004
Los Angeles, CA**

Audited packages.
Made corrections on shipping charges.

Data Entry Clerk Records Management,

**December 2002 to July 2003
Los Angeles, CA**

Alpha Numeric Data Entry.
Enter patients' data.

Education

Master of Science in Accountancy University of Phoenix

**Anticipated graduation July 2011
Phoenix, Arizona**

BSB/ Finance University of Phoenix

**November 2007 to February 2010
Phoenix, Arizona**

Associate of Arts in Business University of Phoenix

**August 2006 to October 2007
Phoenix, Arizona**