

Cori Williams

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OBJECTIVE

A position utilizing my accounting and administrative skills to contribute to the success of business development and exceptional customer service with opportunity for long term career growth.

QUALIFICATION HIGHLIGHTS

- Experienced in performing accurate and detailed accounting functions including Auditing and Accounts Payable / Receivable.
- Quantitative skills including data and financial analysis. Strong mathematical abilities.
- Personable and professional with outstanding communication abilities. Able to quickly resolve issues utilizing analytical problem solving skills and excellent customer service.
- Ability to learn computer and department processes quickly and accurately for immediate productivity to the team. Knowledgeable of MS Office: Word, Excel, Outlook; and 10-key.
- Skilled in providing efficient administrative support to support department functions. Proven track record of accuracy and thoroughness in documenting departmental records and reports.

PROFESSIONAL EXPERIENCE

H&R BLOCK, Temecula, CA

2009 - Present

Customer Service Coordinator / Tax Preparer Intern

- Perform all aspects of front desk and reception duties including answer phones, book appointments, make confirmation/reminder calls, and screen calls.
- Answer customer concerns and conduct preliminary client interviews that align the client with the corresponding skill level tax preparer.

EMBASSY SUITES, Temecula, CA

2007 - 2008

General Cashier / Front Desk

- Performed night audit duties to account for daily revenue by verifying receipts, identifying and correcting discrepancies; posting accounts; compiling data and running reports on statistical revenue; and maintaining internal controls.
- Accurately handled large dollar volumes of cash for employee deposits and managed petty cash.
- Provided customer service to hotel guests including checked in/out, authorized room upgrades, presented information about local attractions and services, and addressed customer service issues.
- Oversaw administrative duties to support daily operations including managed vendor relations.

PERFUME ENTERPRISE, Los Angeles, CA

2001 - 2002

Administrative Assistant / Bookkeeper

- Assisted the Controller with all accounting duties for a national company as they were investigating expanding and moving into international markets.
- Reconciled customer accounts to ensure all financial transactions for retail merchandise were correct and complete. Performed research and provided customer service on outstanding issues.

Bookkeeper

1997 - 2001

J&H ASSET PROPERTY MANAGEMENT, Yorba Linda, CA

- Managed all bookkeeping and auditing duties for up to 15 mobile home park properties.
- Performed accounts payable, audited income/expense reports, and prepared financial statements.

EDUCATION

MOUNT SAN JACINTO COLLEGE, San Jacinto, CA

A.S. Business Management, 2007