**NO EXPERIENCE RESUME FOR ACCOUNTING ASSISTANT**

Yaretzi Townsend

City, State, Zip Code

Home: 000-000-0000

Cell: 000-000-0000

email@email.com

**Professional Summary**

Detail-oriented Accounting Assistant with strong cash-handling background. Well educated in accounting principles and processes of budgeting general ledger accounting payable receivable and purchasing processing. Effective communicator taking direction well and possessing a history of excellence in work and service provision.

**Core Qualifications**

* Microsoft Office
* Cash Drawer Balancing
* Basics of Sales Tax
* Accounting Coursework
* Typing 75 WPM
* Data Entry

**Experience**

**Hostess8/1/20XX – 5/1/20XX, Company Name City, State**

* Account for customer purchases using POS system.
* Provide accurate customer change.
* Maintain store display inventory and report shortages to management.
* Maintain cash register and computer equipment peripherals and printers to ensure operational status during customer hours.
* Handle between 30 and 40 customers per hour.
* Set gas pumps for prepaid customer fueling.
* Resolve customer issues and complaints.
* Maintain store organization and cleanliness during shift.

**Part-Time Day Care Provider4/1/20XX – 8/1/20XX, Company Name City, State**

* Provided after-school activities for kindergarten and 1st grade students.
* Supplied snacks to students and oversaw activities.
* Ensured only designated parent or guardian pick up for child safety.

**Education**

**Associates of Applied Science** – Accounting 20XX

University Name

City, State