

**Jane C. Doe**  
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## **EDUCATION**

- 2016 Graduate of Debois High School, Minneapolis, Minnesota
- 2016 Cash Management Certificate, Careerprep.net

## **PROFESSIONAL HIGHLIGHTS**

- Excellent understanding of accounts payable and accounts receivable processes
- Experience with accounting software: Lawson, QuickBooks, and Recon Net

## **EXPERIENCE**

- 2015 – 2016 Company ABC Minneapolis, Minnesota  
**Cashier**
- Computed sales transaction
  - Balanced sales tickets to cash register receipts
- 2014 – 2015 Company DEF, City, State  
**Sales Person**
- Projected sales revenue
  - Reconciled items to cash receipt

## **SKILLS**

- Proficient with all Microsoft Office products
- Outstanding team player

## **REFERENCES**

- Available upon request