

# Danna Casey

## Education:

- Bachelor of Arts, Interdisciplinary Studies—Western Governors University, July 2009.
- Associate in Applied Science, Office Systems Technology—Cisco Junior College, May 2003.
- Associate in Applied Science, Criminal Justice—Cisco Junior College, May 2003.
- Certificate Diploma in Bookkeeping—Harcourt Learning Direct, November 2000.

## Certifications:

- Quickbooks Online ProAdvisor Certificate – January 2024
- Texas Educator Certificate – September 2009: Generalist Grades EC-4, Generalist Grades 4-8, Special Education Supplemental Grades EC-8 and English as a Second Language Supplemental Grades EC-8

## Highlights:

- 10-key by touch; 11,000+ ksph
- Keyboarding; 60 wpm
- Proficient in setup and use of point of sale systems
- Excellent written communication skills
- Superior customer service skills, account management and follow up
- Energetic and organized

## Computer Software and Skill level:

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| • Windows 10 – Master user         | • Windows 11 – Expert user        |
| • Microsoft Office – Expert user   | • Google Suite – Expert user      |
| • Quickbooks Desktop – Expert user | • Quickbooks Online – Novice user |
| • Wave Accounting – Expert user    |                                   |

## Accomplishments:

- Time Management – Successfully completed my bachelors degree while working a full time job, a part time job and being a mother to two young children. Also maintained a full time job while completing my Personal Trainer Certification.
- Team Building – Ensured cooperativeness while interacting with different management styles and systems
- Computer Repair – troubleshoot problems that arise regarding desktop and laptop computers. Maintain my personal computers by fixing and solving complications concerning both the computer's hardware and software.

## Related Course Work:

- Accounting
- Administrative Office Procedures
- Business Math and Machine Applications
- Business Communications