**Janea Aravisse Bunn**

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# EDUCATION

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| **Eastern Nazarene College,** Quincy, MA  Managerial and Advanced Bookkeeping  **Southeastern University,** Lakeland, FL | June 2024- Present  August 2020 - May 2021 | |
| Bachelor’s Degree in General studies  **University of Colorado**, Boulder, CO | June 2017 - May 2018 | |
| Sociology Major  **Midland College,** Midland, TX | January 2016 - May 2017 | |
| Associates Degree in General Studies  **Northeast Community College,** Norfolk, NE  Behavioral Science Major  **CERTIFICATES** | August 2014 - December 2014 | |
| **The American Institute of Professional Bookkeepers (AIPB)**  Mastering Depreciation  **The American Institute of Professional Bookkeepers (AIPB)**  Mastering Inventory  **The American Institute of Professional Bookkeepers (AIPB)**  Mastering Correction of Accounting Errors  **The American Institute of Professional Bookkeepers (AIPB)**  Mastering Adjusting Entries  **LEADERSHIP** | July 2024  July 2024  August 2024  September 2024 | |
| **Williams College** | Summer 2023 | |
| *Counselor for Berkshire Girls Elite Clinic*  **University of Colorado** | Fall 2017 | |
| *Volunteer reader to elementary students*  **University of Colorado** | Summer 2017 | |
| *Camp Counselor for youth K-12th*  **Springfield Central High School Girls Basketball** *Captain of basketball team*  **EXPERIENCE** | Winter 2013 - Spring 2014 | |
| **Williams College,** Williamstown, MA  *Assistant Women’s Basketball Coach*   * Practice planning, and coaching * Scouting reports and game planning * Travel logistics * Scheduling, recruiting, and all aspects of the program   **Wellnow Urgent Care,** Watertown, New York | October 2022 – August 2023 |
| *Front Office Assistant*   * Check in patients * Administrative duties * Collect insurance and copays * Height and weight checks * Drug and alcohol screening | November 2019- Mar 2020 |
| **Fuccillo Imports,** Watertown, New York  *Sales Consultant*   * Sell cars and follow up with customers * DMV and finance paperwork * Detail vehicles * Monitor test drives | May 2019- October 2019 |
| **Medexpress,** Pittsfield, MA | February 2019- April 2019 |

*Front Office Assistant*

* Check in patients
* Administrative duties
* Collect insurance and copays

# SKILLS

* Accounts Payable
* Accounts Receivable
* Depreciation
* Bookkeeping
* payroll
* Ability to work independently
* critical thinking
* Ability to work remotely
* Microsoft Teams and Outlook
* Google Suite
* Microsoft Office
* Tax Returns
* Sports Coaching
* QuickBooks
* Excel
* Synergy
* Film breakdown
* Scouting reports
* Practice planning
* Mentoring
* Life skills
* Consulting
* Sales Experience
* Fundraising
* Leadership