**Janea Aravisse Bunn**

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# EDUCATION

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| **Eastern Nazarene College,** Quincy, MAManagerial 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, NEBehavioral 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 2024July 2024August 2024September 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