JEFFERY WILLIAMS

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(423)284-3326

Cleveland, TN 37311

SUMMARY

Entry-level accounting professional, NACPB certified bookkeeper who will be Quickbooks certified by months end. Has a strong understanding of general accepted accounting principles. Through Consortia Accounting School has been taught double entry bookkeeping through ledgering. Consortia teaches Quickbooks through real world scenarios and financial tracking.

SKILLS

- Customer service
- Clerical support
- Invoicing and collections
- Payroll processing
- Account reconciliation
- General ledger entries
- Expense tracking
- Accounts receivable management
- GAAP
- Collections and invoice processing
- Accounts payable management

EDUCATION

Cornell University
Ithaca, NY • Expected in Dec 2026

Accounting

Southern New Hampshire University
Hooksett, NH • Apr 2019

***Bachelor of Arts*:** English Literature

Consortia Accounting School
Farmington, UT • Nov 2026

Intuit Quickbooks Certification

Consortia Accounting School
Farmington, UT • Oct 2026

NACPB Bookkeeping Certification

ACCOMPLISHMENTS

- NACPB Certified bookkeeper
- Quickbooks
- Microsoft

EXPERIENCE

Staff EZ - Substitute Teacher
Cleveland, TN • Mar 2022 - Current

- Implemented lesson plans to facilitate student learning and engagement in diverse classroom settings.
- Managed classroom behavior to create a positive and productive learning environment.
- Adapted instructional methods based on individual student needs and learning styles.
- Collaborated with full-time teachers to support curriculum delivery and enhance educational outcomes.

Healthcare Services Group - Dietary Aide/ Cook
Cleveland, TN • Nov 2023 - Jun 2025

- Making cakes, cold salads and other snacks and deserts for residents based on menu and special request.
- Plate tray with the items and diet on resident specific ticket.
- Wash dishes, mop floors, scrub surfaces, put away truck orders, note which stock is low.
- Serve tray line at mealtimes.
- Deliver meal carts to the correct hall and politely and pleasantly interact with all nursing home staff and residents.