KELLI GURIN

424.531.8316 | kelligurin@gmail.com | Fort Myers, FL

PROFESSIONAL SUMMARY

Detail-oriented and highly organized accounting graduate motivated to build a long-term career in accounting. Naturally curious, adaptable, and driven by continuous learning, with a strong commitment to accuracy, dependability, and professional growth.

EDUCATION

Bachelor of Business Administration (BBA), Accounting
Cleveland State University - Monte Ahuja College of Business | Cleveland, OH | 2019

RELEVANT ACCOUNTING EXPERIENCE

Corporate Accounting Co-op 2015 - 2017
Sherwin-Williams Company - Global Headquarters | Cleveland, OH

- Assisted with reconciliation of corporate bank accounts and researched outstanding reconciliation items.
- Worked with Accounts Payable and Treasury teams to support account reconciliation activities.
- Performed invoice data entry and maintained accurate supporting account documentation.

PROFESSIONAL EXPERIENCE

Licensed Life & Health Insurance Broker | 2026 - Present | *Pinnacle Life Group*
|Florida

- Review client applications and supporting information for completeness and accuracy before submission.
- Handle confidential personal, financial, and identifying information in accordance with licensing requirements and company procedures.
- Maintain accurate client records, documentation, application status, and follow-up activity.

Case Manager | 2020 - 2022
Square One Health, LLC | Ashtabula, OH

- Managed a high-volume, constantly changing client caseload while maintaining accurate confidential records, documentation, and timely follow-up.
- Prepared and reviewed weekly inventory reports, identified discrepancies, and assisted clients with budgeting and financial organization.

Administrator | 2017 - 2019
Home Recovery Property Preservation, LLC | Walton Hills, OH

- Prepared customer invoices and maintained supporting client and business documentation.
- Maintained organized records and supported day-to-day administrative operations and customer accounts.

Hospitality Experience - Server / Bartender | 2016 - Present
Grace's Trattoria; Iguana Mia; The American Legion | Florida & Ohio

- Process high volumes of cash, credit card, and Point Of Sale (POS) transactions accurately while managing multiple customer accounts.
- Perfected multitasking skills, maintaining high standards of service under pressure, while assisting other team members and fulfilling preceptor role for new hires.
- Balance cash drawers, verify transaction totals, and resolve payment or order discrepancies.