

# Kent McDonald

## **Seeking unpaid bookkeeping internship.**

Montgomery, AL 36108

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334-424-5472

## Professional Summary

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I have been passionate about bookkeeping for years, but have found it hard to gain entry into the field. I have decided to pursue an unpaid internship to gain experience as I pursue the AIPB Certified Bookkeeper certification.

December 2008 - American Institute of Professional Bookkeepers certification courses.

June 2010 - DeKalb Technical College Accounting Diploma, 4.0 GPA.

February 2011 - Universal Accounting Professional Bookkeeper exam.

June 2011 - American Institute of Professional Bookkeepers, Certified Bookkeeper exam.

March 2022 - Intuit Academy Bookkeeper exam.

Prior Intuit QuickBooks ProAdvisor.

Member, American Institute of Professional Bookkeepers (AIPB).

Authorized to work in the US for any employer

## Work Experience

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### **Manager**

Hansfet Foundation-United States

January 2019 to Present

An organization helping abused women and disadvantaged children.

### **Freelance Bookkeeper.**

Kent Does Bookkeeping.-Montgomery, AL

June 2010 to Present

Accounting diploma, prior QuickBooks ProAdvisor, 2 year Accounting Clerk, American Institute of Professional Bookkeepers member.

### **Assistant Rural Carrier (ARC)**

United States Postal Services-Prattville, AL

August 2024 to December 2024

Delivering packages on Sundays and observed holidays.

### **Support Clerk**

Defense Commissary Agency (DeCA)-Montgomery, AL

May 2023 to June 2024

Performed a variety of tasks associated with financial accounts and store price maintenance. Maintained a general ledger for all store departments, verified receipts against vendor invoices, initiated vendor price reductions, processed vendor credit memorandums, processed vendor payments, updated and printed pricing labels, and ensured adequate stock of administrative supplies.

### **Life Insurance Producer**

Senior Life Insurance Company-Thomasville, GA  
June 2023 to March 2024

Life Insurance Producer for, AL, TN, GA.

### **Store Associate**

Defense Commissary Agency (DeCA)-Montgomery, AL  
July 2022 to May 2023

Performing a variety of duties in handling, preparing, and maintaining stock levels of grocery items, performed receiver duties for deliveries, and assisted customers with item prices and locations.

### **Tax-Aide Volunteer**

AARP-Montgomery, AL  
January 2023 to January 2023

Provided free tax help for low-to-moderate income families who needed assistance preparing their tax returns. IRS VITA certified at the Basic and

### **Seasonal Personal Vehicle Driver**

UPS-Montgomery, AL  
November 2021 to December 2021

Delivered packages by personal vehicle.

### **Support Clerk**

Defense Commissary Agency (DeCA)-Montgomery, AL  
March 2020 to September 2021

Performed a variety of store-level tasks associated with financial accounts and store price maintenance. Maintained a general ledger for all store departments, verified receipts against vendor invoices, initiated vendor price reductions, processed vendor credit memorandums, processed vendor payments, updated and printed pricing labels, ensured adequate stock of administrative supplies.

### **Computer Assisted Ordering Technician**

Defense Commissary Agency (DeCA)-Montgomery, AL  
October 2017 to March 2020

Maintained the Computer Assisted Ordering (CAO) system with accurate data to ensure sufficient store quantities were ordered, placed special orders for customer request, used a handheld computer terminal to gather data necessary to update and adjust inventory, performed daily inventory audits of items not-in-stock and excessive items, evaluated stock levels daily by physically reviewing the display shelf locations, sales floor displays, and warehouse storage locations, consulted with management, distributors, and vendors on issues affecting product availability.

### **Store Worker**

Defense Commissary Agency (DeCA)-Montgomery, AL  
September 2016 to October 2017

Responsible for stocking shelves, identifying items that were spoiled and out-of-date, performing receiving duties, operating a computer system that calculated and marked prices on items, and determined weights of merchandise. I assisted with creating signs, labels, and programming

### **Delivery Driver**

Marco's Pizza (Marco's Franchising, LLC)-Montgomery, AL  
January 2017 to March 2017

Responsible for reviewing orders prior to delivery, ensuring timely delivery of orders utilizing a smartphone and the Foodtec Delivery IQ app , and providing exceptional customer service.

## **Sales Store Checker**

Defense Commissary Agency (DeCA)-Montgomery, AL  
June 2015 to September 2016

While volunteering with the grocery department I assisted in preparing for the annual formal grocery inventory. In preparation I counted and priced grocery items using a handheld terminal; ensuring the count and prices were accurate.

My efforts assisted in the department successful passing the inventory inspection. Using the Computer Assisted Ordering (CAO) handheld terminal

(HHT) I checked grocery items for due in dates, balances on hand, phased out items and new items. I stocked, rotated, and checked for any expired product that needed to be pulled from the shelves; I also salvaged out expired items using the CAO HHT. I cleaned and organized the warehouse vendor area for ease of access to product for stocking, and I also assembled the bags for the annual Feds Feed Families campaign.

As a cashier I scanned customers grocery items, resolved price discrepancies, investigated/documented prices not in the system, processed cash/credit/ check/WIC methods of payment, assisted customers in locating items, and helped them complete special order request forms. In May 2016 I received the Operating Excellence Award.

## **CDL Student**

Swift Transportation-Salt Lake City, UT  
March 2015 to April 2015

Spent two weeks in Commercial Driver License (CDL) training learning the rules and techniques of commercial driving and practicing the operation of the vehicle. Drove for 145 hours; gained 7400 miles of interstate / city / mountain driving experience in CA, OR, WA, and UT.

## **City Carrier Assistant**

United States Postal Service-Macon, GA  
October 2014 to January 2015

Delivered and collected mail on foot and by vehicle under varying road and weather conditions in a prescribed area.

## **Driver**

Enterprise Holdings-Macon, GA  
August 2014 to October 2014

Collected cars being retired from the rental fleet and returned them for remarketing.

## **Porter**

Burger King Corporation-Macon, GA  
January 2014 to July 2014

Responsible for ensuring the restaurant and grounds are clean and trash is emptied.

## **Service Assistant**

Darden - Red Lobster-Macon, GA  
January 2014 to March 2014

Greet guest with eye contact and a smile and maintain the cleanliness of the dining area. Genuinely interact with guests during appetizer and entrée delivery. Answer questions and fulfill guests' requests.

## **Dining Room Attendant**

Chick-fil-A-Macon, GA  
April 2013 to January 2014

Responsible for ensuring the dining room is clean and trash is emptied. Assist customers with their trays, drink refills, and any other request.

### **Seasonal FedEx Driver**

Randstad-Macon, GA

November 2012 to January 2013

Seasonal FedEx driver delivering packages to customers and receiving packages for shipment.

### **Emergency Roadside Dispatcher**

GEICO-Macon, GA

October 2011 to July 2012

Found and dispatched help for customers needing roadside assistance with their vehicles.

### **Cashier / Shuttle Driver**

Park 'N Fly, Inc.-College Park, GA

October 2006 to August 2011

10/2006-05/2007 Responsible for receiving customer payments, processing coupons and vouchers.  
5/2007-08/2011 Responsible for driving customers to and from the airport, assisting with their luggage.

### **Self Employed**

AUTL Realty Services, Inc.-Austell, GA

March 2004 to October 2006

Pursued real estate sales and investment opportunities.

### **Field Inspector**

Rasmus Real Estate Group-Marietta, GA

August 2003 to February 2004

Traveled 250+ miles daily throughout metropolitan Atlanta GA evaluating foreclosed properties to assess their condition and needed repairs. Scheduled daily assignments for field personnel.

### **Computer Technician**

Air National Guard-California, Texas, Alabama

August 1992 to December 2003

Installed Category 5 network cabling, terminated to RJ-45 jacks. Tested RJ-45 jacks for proper wiring, appropriate cable length. Installed Local Area Network

(LAN) hubs and switches. Configured PC's and connected customers to Local

Area Network (LAN). Installed software and maintained hardware for desktop and laptop computers. Performed system upgrades. Assisted the telephony department.

### **Application/Network Administrator**

BellSouth Telecommunications-Atlanta, GA

January 2002 to November 2002

Responsible for computer application and hardware support. Created written procedures for operating new and existing computer applications. Tracked software license, managed software inventory. Verified system backups.

Received CISCO CCNA. Performed network LAN/WAN troubleshooting.

Assisted with the planning and implementation of changes in the network design. Primary point-of-contact for data communication equipment issues, interacted with hardware vendors concerning maintenance and returns.

Documented network setup, configuration, performance and reliability.

### **Remedy Administrator**

BellSouth Telecommunications-Atlanta, GA

May 2001 to January 2002

Responsible for administering the Remedy AR trouble ticket application.

Validate developer-designed programming; designed forms to ensure ease of operation by Network Operation Center (NOC) personnel. Designed programming to accomplish system operation requirements.

### **Network Operations Center (NOC) Technician**

BellSouth Telecommunications-Atlanta, GA

February 1998 to May 2001

Proactively monitored digital television network. Documented and tracked network outages. Performed network analysis and maintenance, reported network degradation to appropriate support personnel. Interacted with other departments to resolve network outages. Created and refined operational procedures.

### **Installation and Maintenance Technician**

BellSouth Telecommunications-Atlanta, GA

July 1996 to February 1998

Inspected newly built hybrid optical fiber-coaxial cable television networks to insure they complied with established standards. Responded to system outages.

### **Firefighter**

United States Air Force-Texas, Germany, California

November 1983 to August 1992

Directed the firefighting efforts of an assigned crew. Supervised 5 subordinates; conducted on-the-job training; assigned to the NASA Space Shuttle rescue team.

Advanced levels.

## Education

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### **Diploma in Accounting**

Georgia Piedmont Technical College - Piedmont, GA

2009 to 2010

### **Associate of Applied Science in Applied Science, Electronics**

DeVry University

1994 to 1996

## Skills

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- Organizational skills
- Bookkeeping
- Customer service
- Microsoft Excel
- English (Native or Bilingual)

## Links

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<https://www.linkedin.com/in/kentmmcdonald>