

Miranda Keys

Bookkeeper/Accountant

CONTACT

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📍 108 Glen Meadow St.
Hot Springs, AR 71901

SKILLS

Cash Handling

56 WPM Typing Speed

Superior Attention to Detail

Customer Relations: Answering
Phones, Setting Appointments

Editing & Proofreading

Administrative: Filing,
Organizing, Time Management

Proficiency with Photocopiers,
Scanners, & Projectors

Administrative Applications:
MS Office Suite, Aurora
Document, AccuTrust, Horizon

Technical Applications: Final
Cut Pro X, Adobe: Acrobat,
Premiere Pro, Photoshop,
Lightroom

Accounting Systems and
Software

Relationship Building &
Management

Advanced Computer Proficiency
(both PC and Mac)

Account Reconciliation

AFFILIATIONS

American Institute of
Professional Bookkeepers
(AIPB)

Goal-oriented Bookkeeper/Accountant with fantastic accounting and mathematical talents, excellent attention to detail, and proven ability to learn new concepts and processes quickly and efficiently. Seeking to leverage exceptional skills in account reconciliation and customer relations. Effective communicator with strong verbal, written, and interpersonal skills and expertise in collaborating effectively with cross-functional teams.

WORK HISTORY

Relyance Bank N.A. | Hot Springs, AR | May 2018 - Present

Wealth Management Assistant

- Managed cash drawer at a teller station.
- *Promoted to Vault Teller after 4 months.*
- Processed, monitored, and validated coin and currency amounts.
- Maintained accurate record of all cash exchanges.
- Received, placed, and fulfilled orders from the Federal Reserve Bank and internal units to maintain required levels of currency.
- *Promoted to Wealth Management Assistant after one year.*
- Prepares transfer documents for accounts and annual reviews for monthly trust committee meetings.
- Prepares incoming checks and bills for processing by operations and ensures checks are deposited to correct account and bills are paid in a timely manner.
- Increased customer satisfaction by managing client accounts with third party vendors and resolving issues.
- Cultivated and strengthened relationships with new clients and educated clients on account services and capabilities.

Relay for Life - Volunteer | Hot Springs, AR | May 2018 - Present

Accounting Co-Chair

- Accepts checks payable to the Relay for Life, submits them to the website, and sends them to the main office to be processed.
- Counts all cash earned on the night of the Relay for Life annual event to announce at the end of the fundraiser.
- Collects and arranges financial information and enters details into the Relay for Life financial management website.

Hot Springs Broadcast Network | Hot Springs, AR | May 2015 –
January 2018

Chief Editor

- Edited videos for public viewing available on Hot Springs Broadcast Network YouTube.
- Solved technical and internet related issues with equipment and websites.

EDUCATION

Bachelor of Science: Business Administration | May 2018

Arkansas State University | Jonesboro, AR

GPA 3.36/4.0

- Major emphasis in Finance and Accounting
- Minors: Multimedia Journalism, Creative Media Production
- **Relevant Coursework:** Financial Accounting, Managerial Accounting, Business Statistics I, Business Finance, Economic Policy Analysis
- Member of Chi Alpha
- Member of Honor's College Association