**Savanna Coleman**

 Milwaukee 53224 ♦ Oraletha@Outlook.com ♦ WWW: [Bold Profile](https://bold.pro/my/savanna%2Dcoleman%2D230215185125/127)

Professional Summary

A developed competence in financial, managerial, tax and payroll accounting. Explicit knowledge that gives a natural aptitude to learn and work at a professional capacity.

Skills

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| --- | --- |
| * Accounts Payable and Receivable * Financial Statements | * Team collaboration * Month-end reports |

* Accounts Payable and Receivable
* Financial Statements
* Team collaboration
* Month-end reports

Professional Experience

Data Entry Clerk, 06/2023 - 08/2023

US Bank | Wealth Management | Trust And Tax – Milwaukee, WI

* Entered numerical data into databases with speed and accuracy using 10-key pad.
* Scanned documents and saved in database to keep records of essential organizational information.
* Sorted documents and maintained organized filing process.
* Organized, sorted, and checked input data against original documents.

Volunteer, 02/2019 - 04/2019

Volunteer Income Tax Assistance (VITA) Program – Milwaukee, WI

* Assisted clients through intake process to align them with basic or advance tax preparer.
* Used strong interpersonal communication skills to convey information to others.
* Completed quality review of clients individual income taxes

Professional Development

Bachelor of Science: Accounting, Expected in 07/2024

University of Maryland Global Campus - Adelphi, MD

* Accounting Club Member

Technical Diploma: Accounting, 05/2019

Milwaukee Area Technical College - Milwaukee, WI

* Relevant Coursework: VITA (VOLUNTEER INCOME TAX ASSISTANCE)

Professional Associations

* AIPB - American Institute of Professional Bookkeepers