

**Yennie Sawyer**

**Anderson, IN**

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**November 8, 2025**

**To Whom It May Concern,**

I am writing to express my interest in the Bookkeeper position within your organization. With a strong background in client service, transaction management, and administrative accuracy, I bring the reliability, organization, and attention to detail that are essential in financial record-keeping financial and financial operations.

In my previous role as a Bartender at the Anderson Country Club, I managed daily transactions, reconciled cash drawers, process payments, and maintained accurate sales records—skills directly applicable to bookkeeping and accounting support. My previous experience as a Sales Manager at American Eagle strengthened my abilities in sales tracking, inventory oversight, and performance reporting. These responsibilities required precision, organization, and accountability—qualities that I would bring to your team.

I am pursuing opportunities that allow me to grow my experience in accounting and software development, combining my practical understanding of business operations with my commitment to accuracy and efficiency. My goal is to ensure that financial processes run smoothly and that records are maintained with the highest level of integrity.

I would welcome the opportunity to contribute to your team and support your financial operations!

Thank you for your time and consideration. I look forward to the opportunity to connect.

**Sincerely,**  
Yennie Sawyer

# **Yennie Sawyer**

## **Accounting Professional**

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### **Core Competencies**

- Cash Handling & Transaction Reconciliation
  - Recordkeeping & Data Entry
  - Accounts Receivable / Payable Support
  - Inventory & Sales Reporting
  - Scheduling & Process Coordination
  - Customer Service & Client Communication
  - Confidentiality & Compliance Awareness
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### **Education**

#### **DePauw University – Greencastle, IN (2015 - 2019)**

Bachelor of Arts - Global Health

#### **Ivy Tech Community College – Muncie, IN (2025 - Present)**

Bookkeeping and Payroll Certificate; Enrolled Agent Certificate; Professional and Community Communication Certificate

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## **Professional Experience**

### **Bartender**

*Anderson Country Club – Anderson, IN | May 2025 – Oct 2025*

- Process and reconcile daily transactions with accuracy and accountability.
- Maintain inventory and track usage to reduce waste and control costs.
- Deliver exceptional customer service in a fast-paced, high-volume environment.
- Ensure compliance with state and organizational policies regarding payments and record-keeping.

### **Phonics and Fluency Teacher**

*Circle City Prep – Indianapolis, IN | Aug 2021 - June 2022*

- Implemented curriculum and customized teaching plans to improve student outcomes..
- Increased class average from 35% to 75% through targeted instruction and monitoring.
- Managed confidential student data, progress reports, and parent communications.

### **Sales Manager**

*American Eagle – Indianapolis, IN | Aug 2019 - July 2021*

- Oversaw daily sales operations, including cash handling, register balancing, and deposit accuracy.
- Monitored sales reports and KPIs to identify trends and improve performance.
- Trained and supervised team members on financial and operational procedures.
- Managed inventory audits, merchandise tracking, and loss prevention efforts.

## **Certifications & Licenses**

- Microsoft Excel Specialist (Planned: Dec 2025)
- Certified Know Your Customer Associate (Planned: May 2026)
- QuickBooks Pro Advisor (June 2026)