**Jessica Vigos**

4849 Memory Lane

Holladay, UT 84117

Cell (801) 889-9300

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**SUMMARY**

Dedicated employee capable of utilizing skills and experience in organization, management and financial knowledge to improve company efficiency while maintaining integrity and proper accounting practices.

**SKILLS**

**Computer** **Interpersonal** **Other**

Data Entry Team Player Accounting Clerk

Excel Self -Starter Administrative

Microsoft Office Hard Worker Payroll

QuickBooks Punctual Tax Preparation

Photo Shop Dependable Non-Profits

Peach Tree Multi-Tasking Bookkeeping

**PERSONAL AND PROFESSIONAL ACCOMPLISHMENTS**

10+ years’ customer service, management and Accounting experience.

Completed Life Skills and Critical Thinking Program

Organized and started SETA (Students for the Ethical Treatment of Animals) at SLCC 1999

Active Volunteer within the community for Best Friends and Humane Society of Utah

**EXPERIENCE**

Odyssey House of Utah Salt Lake City, UT

**Office Manager**

Responsible for employee files including HR audits and training schedules for 5 facilities.

Handle all incoming payments, daily check & cash logs.

Maintain and post all employment opportunities for Agency.

Direct all incoming calls while providing discreet and compassionate information to callers.

Hired to move into Accounting position as department grows and I complete my CPA.

Coit Cleaning & Restoration, Salt Lake City, UT

**Administrative Assistant**

Responsible for creating estimates, invoicing & billing for Restoration department.

Handle all daily A/R operations including processing payments and paying commissions.

Schedule jobs, create daily routes for techs, and solve issues in operations for employees and clients.

Maintain all AP including weekly reports to corporate.

Implemented organization & correct accounting procedures for office, including a solid set of internal controls.

University of Utah Hemophiliac Clinic, Salt Lake City, UT

**Accounts Receivable Clerk**

Handled all patient accounts, insurance billing and remainder bills

Handled all inventory and ordering of medical supplies, and office supplies

Check requisitions and reconciliations of past due accounts.

Collections for all 31 to 120 day past due accounts

Club Manhattan, Salt Lake City, UT

**General Manager**

Managed a staff of 20 employees including all aspects of operating a restaurant

Developed marketing layouts, event planning and charitable events within the community

Brought costs from 33% to 18% in two months and maintained consistently

Monitored all financial aspects’ of costs to profit ratios on a weekly, monthly and quarterly basis

**EDUCATION**

Salt Lake Community College, Salt Lake City, UT – Associate of Applied Science in Accounting

Currently completing Associates of Business at Salt Lake Community College

Will be starting Utah State University Fall 2014 to complete the MAcc program

**My current classes completed are:**

Financial Accounting I & II

Intermediate Accounting I & II

Accounting Information Systems

Accounting in Practice

Advanced Spreadsheets Applications

Macroeconomics

Credit & Collections

Foundations of Business

Legal Environment of Business

Governmental Accounting including Accounting for Non-Profits

Cost Accounting

Managerial Accounting