

## Jason R. Davenport

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Warren, MI 48092

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### OBJECTIVE

Seeking an accounting/bookkeeping position where I can utilize my analytical, computer, and communication skills to fulfill the organization's objective.

### EDUCATION

#### Davenport University

#### Dearborn, MI

Pursuing Bachelor of Business Administration – Accounting Information Management

Specialty: Internal Auditing

GPA: 3.56

### RELEVANT COURSEWORK

Cost Accounting

Auditing & Assurance Services

Accounting Issues and Research

Federal Taxation

Internal Auditing

EDP Computer Auditing

Accounting Information Technology

Government/Not-for-Profit Accounting

### SKILLS

MS Word

QuickBooks

Lotus 123

Balance Sheets

MS Excel

Quicken

Cash Handling

Reconciliation

MS PowerPoint

Peachtree

Inventory

Invoicing

### WORK EXPERIENCE

#### Barnes & Noble Bookstore

#### Detroit, MI

Bookstore Manager

April 2003 to Present

Bookstore Clerk

June 2001 to April 2003

- Process and verify 20 to 50 incoming shipping invoices daily from vendors with purchase orders
- Correspond with vendor and shipping companies to resolve discrepancies with merchandise or payment
- Reconcile daily cash receipts which involves checks, cash vouchers, and credit cards to the daily cash journal
- Maintained merchandise and supply levels through inventory control and placed orders when they were below standard levels
- Provided quality customer relations and provided customers with answers to questions concerning the bookstore
- Assisted in taking physical inventory of over \$1,500,000 in merchandise and supplies

#### Farmer Jack

#### Detroit, MI

Cashier Auditor

January 1999 to February 2001

- Handled cash by balancing nine cash register drawers and the safe at the beginning and end of day shift to ensure that the proper amount of cash was accounted for
- Completed daily balance sheets according to procedure

### VOLUNTEER ACTIVITIES

- Volunteer in Tax Assistance (V.I.T.A.)