

FUNCTIONAL

JERRY WILLS

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Olathe, KS 66061
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- OBJECTIVE:** Entry-level accounting position which offers business advancement opportunities
- EDUCATION:** MidAmerica Nazarene University, Olathe, KS
B.A. 2004, Accounting major, minor in Business Administration
- SKILLS:** Supervised budget for Associated Student Government
Attended to detail of accounts payable/deposits
Data collection and analysis of on-campus surveys
Assisted in implementation of computerized accounting system
Prepared monthly financial statements
- HUMAN RELATIONS & COMMUNICATION SKILLS:** Able communicator in written and verbal format
Work well with various age groups
Leadership developed as part of a team in Associated Student Government
- ACCOMPLISHMENTS:** Sold products for campus fund raiser
Initiated on-campus recruiting of two accounting firms
Received special recognition at Phi Beta Lambda competition
- EXPERIENCE:** **Garmin**, Olathe, KS 2002-present. Inventory processor-processing orders, computerized inventory control
McDonald's, Olathe, KS, 2000-2001. Line supervisor, afternoon shift - supervisor of 5 to 6 employees at a time, order processing, cash drawer control.
- ACTIVITIES:** Business Club
Intramural sports – team co-captain for football