

JESSICA S. ODOM
OFFICE MANAGER

Experience

January 2017 - Present | **Office Manager**

Wheeler Commercial | Beaumont, TX

- Maintain office services
- Oversee company financials
- Maintain company website

October 2014 – December 2016 | **Accounting**

Wheeler Commercial | Beaumont, TX

- Accounts receivable/payable
- Reconciled multiple bank accounts

September 2012 – August 2014 | **Private Nanny**

Jeff and Juana Roth | Groves, TX

- Taught two children pre-kindergarten basics
- Provided safe transportation

May 2009 – September 2012 | **Caregiver**

Star Academy | Port Neches, TX

- Cared for classes of varying sizes
- Maintained minimum standards set by the state of Texas
- Communicated with the parents on a daily basis

August 2007 – May 2009 | **AR/AP**

Flooring Design Center | Beaumont, TX

- Generated weekly payroll checks for roughly 30 employees/independent contractors
- Distributed AP invoices to the proper salesperson to confirm said invoice was correct and then made payment once confirmed
- Answered and routed phone calls to the proper salesperson

September 2005 – May 2007 | **Caregiver**

First Baptist Church Children's Learning Center | Citronelle, AL

- Cared for classes of varying sizes
- Maintained minimum standards set by the state of Alabama
- Communicated with the parents on a daily basis

Education

May 2005 | **High School Diploma**
Fruitdale High School | Fruitdale, AL

- A-Honor Roll for 12 years
- Valedictorian
- Maintained a 4.0 GPA
- Vice President of Beta Club

Skills/Qualifications

- Bank reconciliation
- Determined to efficiently complete tasks
- Continuously strive to be successful
- Devoted to the improvement of existing skills & talents
- Faithful to both personal & professional growth

