

Claire Owiti

Denver, CO

claireowiti5_tr2@indeedemail.com

+1 817 703 2465

Authorized to work in the US for any employer

Work Experience

Tax Resolution Specialist

Kutler Tax Resolution, inc. - Denver, CO

May 2023 to Present

- Reviews general ledger entries and electronic banking transactions for accuracy. Works with staff and proposes correcting entries as needed.
- Prepares standard monthly and quarterly journal entries from transaction processing system reports, including but not limited to Written and Unearned premium, paid losses, reserves, commissions, taxes, and various banking transactions for the Enterprise.
- Monitors all loss sensitive business for the Enterprise. This includes, but is not limited to; recording monthly premium and loss transactions, invoicing and collection of premium and losses, calculation of retrospective premium adjustments, tracking and ensuring appropriate collateral and aggregates.
- Reconciles various complex general ledger accounts, proposing and making independent general ledger entries when necessary.
- Requests disbursement issuance for premium, collateral, and claims refunds, fraudulent check claims, regulatory filings and commission calculations.
- Compiles and maintains various financial schedules and reports for the Enterprise including regulatory, external and tax compliance

Accounting Specialist

Austin Task Inc - Austin, TX

October 2022 to April 2023

- Work with accounts payable, accounts receivable, and payroll.
- Process incoming payments by check, credit card, and EFT.
- Receive, process, and reconcile statements.
- Prepare monthly financial statements.
- Generate and review monthly reports.
- Prepare and make bank deposits.

Human Resources Assistant

Austin Task Inc - Austin, TX

August 2022 to April 2023

- Handles wide variety of responsibilities
- Creating a recruitment plan and calendar according to operation and sales projections
- Generating official internal documents such as offer letters, appointment letters, salary slips and warning letters

- Collaborating with outside vendors, upper management and employees to maintain CSR standards conscripted by authorities

Bartender

Opal divine's - Austin, TX

June 2021 to August 2022

- Prepare alcohol or non-alcohol beverages for bar and restaurant patrons.
- Interact with customers, take orders and serve snacks and drinks.
- Assess customers' needs and preferences and make recommendations.
- Mix ingredients to prepare cocktails.
- Plan and present bar menu.

Server

Yard House - Austin, TX

September 2020 to January 2021

- Mixed and served beverages to 2000+ weekly customers.
- Ensured a clean working environment for customers as well as other employees.
- Performed all end of day duties including tallying up and verifying all cash and credit card transactions.
- Successfully trained all new bar staff.

Server

MO'S IRISH PUB - Katy, TX

July 2019 to March 2020

- Handled 5-8 tables daily
- Welcomed guests as they arrived
- Took food and drink orders
- Served meals
- Checked on guests frequently
- Cleared tables
- Managed cash, check, credit orders
- Maintained a clean work area

Education

High School Diploma

Colleyville Heritage High School - Colleyville, TX

University of North Texas - Denton, TX

Skills

- SALES (5 years)
- CASH (Less than 1 year)
- CASH MANAGEMENT (Less than 1 year)
- CLIENT RELATIONS (Less than 1 year)
- CREDIT (Less than 1 year)

- Expo
- Hostess
- Barista Experience
- Coffee Experience
- Serving Experience
- Upselling
- Employee Evaluation
- Restaurant Experience
- POS
- Food Service
- Supervising experience
- Bartending
- Merchandising
- Banquet Experience
- Cashiering
- Food Preparation
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Office
- Management
- Human Resources

Certifications and Licenses

Food Handler Certification

Food Handler Certification

Food Handler Certification

Food Handler Certification

CPR Certification

TABC Certified

Bartender License

Additional Information

SKILLS

Friendly demeanor Creative problem solver

Cleanliness Strong client relations

Computer proficiency Proficient in cash management

Strategic sales knowledge
Credit card processing