

Steven Weede

Accounting Graduate - Western Illinois University

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Universal Banker experience, worked in a community bank with various responsibilities. More than five years of customer service experience and three years of cash handling experience. Possess a Bachelor's Degree in accounting.

#readytowork

Authorized to work in the US for any employer

Work Experience

Warehouse Worker

HNI Corporation - Muscatine, IA

June 2019 to November 2020

Unload and upload material

Identify damages

Report shortages

Report quality deficiencies

Inspect machinery

Determine the need for repairs

Produce activity logs

Comply with company policies and guidelines

Assist in keeping a safe environment

Universal Banker

Walcott Trust and Savings Bank - Walcott, IA

June 2018 to May 2019

Enter daily receipts and transactions

Update confidential banking information with accuracy and speed

Process transfers and payments

Greet and treat customers in a friendly and professional manner

Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.

Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.

Identify transaction mistakes when debits and credits do not balance.

Sales Associate

Lowe's - Davenport, IA

March 2017 to April 2019

Greet customers and ascertain what each customer wants or needs.

Describe merchandise and explain use, operation, and care of merchandise to customers.

Recommend, select, and help locate or obtain merchandise based on customer needs and desires.

Compute sales prices, total purchases and receive and process cash or credit payment.

Persuade customers to sign up for credit cards and sales promotions

Education

Bachelor's in Accounting

WESTERN ILLINOIS UNIVERSITY - Moline, IL

May 2020

A.A. in Accounting

SCOTT COMMUNITY COLLEGE - Bettendorf, IA

May 2016

Skills

- bookkeeping (Less than 1 year)
- Excel (5 years)
- Fiserv (Less than 1 year)
- Microsoft Excel (5 years)
- Cash Handling
- Cashier Customer Service
- Bank Teller
- Customer Service
- Accounts Payable
- Microsoft Word
- Billing

- accounting
- Debits & Credits
- Banking
- General Ledger Accounting
- QuickBooks
- Accounts Receivable
- Bank Reconciliation
- Journal Entries
- Account Reconciliation
- Office Management

Certifications and Licenses

Forklift Certified

Assessments

Accounting Skills: Bookkeeping — Proficient

May 2020

Calculating and determining the accuracy of financial data.

Full results: [Proficient](#)

Marketing — Highly Proficient

July 2020

Understanding a target audience and how to best communicate with them.

Full results: [Highly Proficient](#)

Principles of Accounting — Proficient

July 2020

Preparing financial records according to federal policies.

Full results: [Proficient](#)

Work Style: Conscientiousness — Proficient

July 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [Proficient](#)

Supervisory Skills: Interpersonal Skills — Proficient

July 2020

Fostering a collaborative environment and conducting difficult conversations.

Full results: [Proficient](#)

Data Entry: Accuracy — Highly Proficient

September 2020

Entering data quickly and accurately.

Full results: [Highly Proficient](#)

Attention to Detail — Highly Proficient

September 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Analyzing Data — Highly Proficient

October 2020

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.

Full results: [Highly Proficient](#)

Principles of Accounting — Proficient

July 2020

Preparing financial records according to federal policies.

Full results: [Proficient](#)

Data Entry: Attention to Detail — Highly Proficient

September 2020

Maintaining data integrity by detecting errors.

Full results: [Highly Proficient](#)

Accounting Skills: Bookkeeping — Proficient

May 2020

Calculating and determining the accuracy of financial data.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.