

Tabitha Mesa

Blacksburg, VA 24060

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Authorized to work in the US for any employer

Work Experience

Accounting Assistant

Inorganic Ventures - Christiansburg, VA

May 2012 to April 2022

I started out as a receptionist in the afternoons and have been promoted to overseeing domestic invoicing as well as overseeing accounts payable. I have been involved in many special projects such as yearly inventory, recording of work instructions, job descriptions, SOP's, etc.

Teacher

Gateway Christian School - Blacksburg, VA

September 2012 to May 2016

I taught 5th-12th grade English as well as chaperoned/scheduled field trips and participated in fund raising events for the school.

Retail/Fast Food

TJMaxx, Dollar Tree, Burger King - Blacksburg, VA

Part time work during high school/first bachelor's degree.

House Cleaning

Self Employed - Montgomery County, VA

Part time work during high school/first bachelor's degree.

Education

Christian Counseling in Psychology

Liberty University - Lynchburg, VA

July 2017 to May 2020

Bachelor's in English

Radford University - Radford, VA

September 2008 to May 2012

Skills

- Accounts Payable
- accounting
- Billing

- Microsoft Word
- Outlook
- MS Office
- Accounts Receivable
- General Ledger Accounting
- Account Reconciliation
- Journal Entries

Certifications and Licenses

driver's license

Assessments

Attention to Detail — Expert

February 2020

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

Full results: [Expert](#)

Data Entry: Accuracy — Proficient

August 2020

Entering data quickly and accurately

Full results: [Proficient](#)

Spreadsheets with Microsoft Excel — Familiar

August 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Familiar](#)

Accounting Skills: Bookkeeping — Familiar

August 2020

Calculating and determining the accuracy of financial data

Full results: [Familiar](#)

Principles of Accounting — Familiar

August 2020

Preparing financial records according to federal policies

Full results: [Familiar](#)

Typing — Highly Proficient

August 2020

Transcribing text using a standard keyboard

Full results: [Highly Proficient](#)

Project Timeline Management — Highly Proficient

August 2020

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Highly Proficient](#)

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