**Jennifer Zimmerman**

123 Main St.

Sioux City, IA 51106

jennifer-zimmerman@uiowa.edu; (712) 555-1212

**Summary of Skills**

* 10+ years of administrative and clerical experience
* Exceptional attention to detail and organizational skills
* Demonstrated proficiency utilizing Microsoft Access and Excel
* Strong communication and interpersonal skills with talent for working with the public

**Work Experience**

**Accounting Clerk**  March 20xx – Present

Purchasing Department, MercyOne Siouxland Medical Center, Sioux City, IA

* Reconciled received checks and completed payment on outstanding charges
* Verified prices on vouchers, invoices, and receipts and recorded transactions in general ledger
* Prepared price sheets with approved vendor information
* Scanned documents and digitally filed them within Excel database

**Patient Service Representative** September 20xx – February 20xx

Unity Point Clinic Family Medicine, Sioux City, IA

* Greeted and directed patients and other visitors
* Verified patient data, provided billing information, and collected payment for service
* Scheduled patient appointments and provided reminder phone calls
* Assisted in training newly hired clerical employees

**Bank Teller** January 20xx – August 20xx

Liberty National Bank, Sioux City, IA

* Handled customer financial transactions, including deposits, withdrawals, transfers, checking, and money orders
* Ensured cash drawer was balanced at start and finish of work shift
* Provided exceptional customer service by acting quickly and problem solving

**Community Involvement**

**PTA**, Morningside Elementary School, Sioux City, IA August 20xx – Present

**United Methodist Women**, Grace United Methodist Church, Sioux City, IA October 20xx – Present

**Education**

**Bachelor of Applied Studies – Human Relations emphasis** May 20xx

The University of Iowa, Iowa City, IA

* GPA: 3.8/4.0

**Associate of Arts – Accounting emphasis** May 20xx

Western Iowa Tech Community College, Sioux City, IA