

Chante' M. Taylor

1350 Hunter Lake Dr. Reno, NV 89509 • 530-802-6912 • mschantetaylor@gmail.com

Summary of Qualifications

15 years accounting and customer service experience • Self-starter with strong multitasking skills, attention to detail and deadlines • Enthusiastic team player

Education

Morrison University, Reno NV

Bachelor of Science, Major in Accounting

Career College of Northern Nevada

Certificate in Micro Computers, Minor Accounting

Experience/Position

Microsoft WW Credit Services

Collections Analyst 2013 - June

- Managed Accounts Receivable for multiple lines of business (MS Store, SBO, and PPI)
- Developed and maintained business relationships with Microsoft partners and resources

QW Plumbing/Reno, NV

Accountant/Office Manager:

2009 - 2013

- Responsible for daily company functions and activities to include but not limited to
- Billing, bookkeeping, payroll, filing of State and Federal tax reports and tax returns using QuickBooks Pro
- Customer scheduling and maintenance of company records

Nevada Healthcare Cooperative (Division of Renown Health)/Reno, NV:

Staff Accountant:

2008 - Nov 2009

- Staff accountant responsible for financial reporting for the distribution warehouse for Renown Health properties and medical records storage
- Duties included monthly reconciliation of inventory financials, review of contracts, collection of current and past due commissions, calculation and distribution of dividends to Cooperative members
- Prepared monthly general journal entry, Analyzed information by developing spreadsheet reports; and verifying information.
- Created and implemented accounting system for Renown Health's medical records storage division

Protech RV Services, Carson City, NV:

Accountant/Office Manager:

2004 – July 2007

- Created and implemented business and accounting procedures
- Responsible for all human resources duties including payroll, hiring and terminations
- Filed all state and federal monthly and quarterly reports, filed annual federal tax returns
- Scheduled customers for service
- Parts ordering and inventory control

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Crandall Chartered/Incline Village, NV

Staff Accountant

2003 - March 2004

- Prepared personal tax returns for high net worth individuals under William J. Crandall CPA
- General accounting duties included auditing of various homeowners associations and the Boys and Girls club of North Lake Tahoe
- Booking keeping services for various small business

Skills/Programs

QuickBooks Pro, SAP, Credit Web, DNBI, MSInvoice exchange
MS Office, Adobe Acrobat,GAAP,SOX

Cashier Test

Score / 15

B 1) A roll of quarters is worth?

- a) \$5.00
- b) \$10.00
- c) \$15.00
- d) \$20.00

Q 2) A roll of dimes is worth?

- a) \$5.00
- b) \$4.00
- c) \$3.00
- d) \$2.00

D 3) A roll of nickels is worth?

- a) \$8.00
- b) \$6.00
- c) \$4.00
- d) \$2.00

SAC 4) A roll of pennies is worth?

- a) \$1.00
- b) \$0.75
- c) \$0.50
- d) \$0.25

C 5) What does POS stand for?

- a) Patience over standards
- b) Percentage of sales
- c) Point of sales
- d) People over service

X 6) What is the current sales tax rate in your city 7.375 ? 8.75

C 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?

- a) \$4.06
- b) \$2.06
- c) \$7.06
- d) \$5.06

$$\begin{array}{r} 1.25 \\ 0.90 \\ \hline 2.15 \\ -0.79 \\ \hline 1.36 \end{array} \quad \begin{array}{r} 10.00 \\ -1.36 \\ \hline 8.64 \end{array}$$

B 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?

- a) \$19.50
- b) \$14.50
- c) \$9.50
- d) \$4.50

$$\begin{array}{r} 10.50 \\ 7.25 \\ \hline 17.75 \\ -50.00 \\ \hline 32.25 \end{array}$$

D 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?

- a) \$6.00
- b) \$8.00
- c) \$10.00
- d) \$12.00

A 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?

- a) \$78.50
- b) \$58.50
- c) \$38.50
- d) \$28.50

$$\begin{array}{r} 3.75 \\ 3.75 \\ \hline 7.50 \\ 1.25 \\ 1.25 \\ \hline 2.50 \\ 2.50 \\ \hline 5.00 \\ 3.25 \\ 3.25 \\ \hline 6.50 \\ -100.00 \\ \hline 93.50 \end{array}$$

Cashier Test

Score / 15

A

11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

B

12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? DL, ID card, Passport

15) How many \$20 bills are in a bank band? 50

100