

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

Chante' M. Taylor

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

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
- 9 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
- X 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
- 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
- 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

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