

# JACQUELINE JEDLICKA

jj06542@georgiasouthern.edu • (912)-246-1020

## EDUCATION

---

Georgia Southern University

Statesboro, GA

Bachelor of Business Administration: Accounting and Management

Spring 2019

Overall GPA: 3.59

## EXPERIENCE

---

Moose Lodge 1281, Vidalia, GA, Waitress

August 2014-Present

- Remain attentive and communicate with customers to ensure needs are met
- Work quickly to ensure all customers are attended in a timely manner
- Operate POS system and enter customer transactions

Operations Management Intern, CINTAS #220, Vidalia, GA

May-August 2018

- Performed daily operating activities (i.e. daily deposits, posting to AS400)
- Organized customer contract records, within intranet, and Sales Service Rep reports
- Operated AS400 for posting daily money, issuing credits, and inquiring on accounts

ACCT 4130: Accounting Information Systems – *Systems Understanding Aid*

Spring 2018

- Recorded and followed transactions from beginning to year-end financials
- Completed documents, record keeping, and the accounting necessary for month- and year-end
- Practiced internal controls by performing the duties of a manager and two additional employees

## ORGANIZATIONS AND AFFILIATIONS

---

Beta Alpha Psi, Member, Reporting Secretary, April 2018

Accounting Association, Member, August 2017 – Present

Accounting Association, VP of Service, April 2018

National Society of Leadership and Success (Sigma Alpha Pi), January 2017 – Present

National Society of Collegiate Scholars, June 2016 – Present

## HONORS / AWARDS

---

HOPE Scholarship recipient, Summer 2015 – Present

Dean's List recipient, Falls 2015, 2016, 2017 and Spring 2017

Georgia Southern School of Accountancy Principles Recognition, April 2017

BB&T *Emerging Leaders Certification*, Fall 2017

National Society of Leadership and Success, *Executive Level Certification*, December 2017

## COMPUTER SKILLS

---

Proficient in Microsoft Office (Word, Excel, PowerPoint) and AS400