



GEOFFREY MEDLER

QUALIFIED ACCOUNTANT

Qualified accountant with industry experience in business bookkeeping and financial management. Skilled in supporting organizational compliance and budgetary discipline. Fastidious about record-keeping and attention to detail; proactive about continuing professional development. Seeking to leverage exceptional academic record and industry experience of accounting in an entry-level position offering opportunities to grow as an accounting specialist.

CONTACT

- Henrietta, NY
- (585) 307-0680
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EMPLOYEMENT HISTORY

Sales Associate <i>Luxoticca - Victor, NY</i>	Dec 2018 - Sept 2020
Shipping & Receiving Assistant <i>XPO Logistics - Rochester, NY</i>	June 2016 - Dec 2016
Machine Operator <i>Bonduelle - Brockport, NY</i>	Sept 2014 - April 2016
Manager <i>Calzonies - Brockport, NY</i>	Sept 2011 - Sept 2014

SKILLS



EDUCATION

- AAS Accounting**
SUNY Finger Lakes
Community College Awarded
2020

RELEVANT EXPERIENCE

Qualified accountant with industry experience in business bookkeeping and financial management.

- Responsible for verifying the consistency, completeness, and mathematical accuracy of accounting documents, with a particular focus on researching and resolving inconsistencies, as a bookkeeper and manager at Calzonies.
- Completed practical coursework in financial, managerial, intermediate, and cost accounting as an AAS Accounting student at SUNY Finger Lakes Community College, consistently earning a GPA above 3.75.

Proficient at working with internal and external stakeholders at all levels of experience.

- Developed exceptional customer relations skills as a sales associate with Luxoticca and as a shipping and receiving assistant with XPO Logistics, responsible for handling customer queries and issues positively, energetically, and enthusiastically.
- Responsible for creating and communicating clear and appropriate work orders for fulfillment by forklift drivers as a shipping and receiving assistant with XPO Logistics.
- Utilized excellent leadership skills to ensure a safe, secure, and legal work environment and to support the growth and development of team members as a manager at Calzonies.
- Developed effective networks for creative planning and logistical project management as a community activity board volunteer at Finger Lakes Community College.

RELEVANT EXPERIENCE (CONTINUED)

Known for exceptional attention to detail and meticulous record keeping and able to produce professional, accurate business reports and documents.

- Assisted in the preparation and presentation of invoices, price adjustments, debit/credit memos, bookkeeping reports, and other financial documents as a bookkeeper and manager at Calzonies.
- Provided skilled support in contributing to and maintaining accurate company records relating to shipments, merchandising, restocking, and pricing as a sales associate with Luxoticca.
- Responsible for verifying materials against shipping/receiving documents to ensure accuracy and customer satisfaction as a shipping and receiving assistant with XPO Logistics.
- Effectively maintained equipment through precise mechanical adjustments and computer user interface adjustments as a machine operator at Bonduelle.

Proactive about self-managing professional and educational experiences to grow and develop as an accounting professional.

- Regularly update and augment industry knowledge by participating in continuing educational opportunities, reading professional accounting publications, and maintaining personal networks within the field.
- Consistently seek opportunities within all positions to practice technical accounting knowledge and skills in support of company objectives.

REFERENCES

Available on request.