

# JOCELYN SOUTH

## Organizational Leader

### CONTACT

jsouth5@asu.edu  
(760) 415-4899  
5277 Sable Ct Oceanside,  
CA, 92056



### EDUCATION

#### ARIZONA STATE UNIVERSITY

**GPA: 4.0**

Tempe, AZ

*B.A. Organizational Leadership  
Candidate (Expected graduation  
Dec 2021)*

*Relevant Coursework*

LEADERSHIP CURRICULUM OF  
DEVELOPMENT  
PERSONAL LEADERSHIP

*Extracurricular Activities*

Member of CASBO ( California  
Association of School Site  
Officials)  
Board Member of Oceanside  
National Little League  
Appointed Chair on School Site  
Council at Sage creek High School

#### MIRACOSTA COLLEGE

**GPA: 3.5**

Oceanside, CA

*A.A. Liberal Studies (May 2013)*

### ADDITIONAL SKILLS

Works daily in high level accounting  
software.

Fluent in Tagalog.

Webpage designer.

Knowledge in Google and Microsoft  
programs.

### LICENSES AND CERTIFICATIONS

Accounting for Student Body  
Certification

### CAREER OBJECTIVE

Results-oriented Organizational Leadership major (4.0 GPA) currently attending Arizona State University, with 10.5+ years of work experience. Aiming to leverage a proven knowledge of accounts payable, accounts receivable, and advanced budgeting/forecasting skills to successfully fill the Organizational Leader role at your company. Frequently praised as efficient by my peers, I can be relied upon to help your company achieve its goals.

### PROFESSIONAL EXPERIENCE

#### ASB (ASSOCIATED STUDENT BODY) ACCOUNTING TECHNICIAN

*Sage Creek High School, Carlsbad, CA / Jun 2014 – Present*

- Perform a variety of technical accounting duties in support of ASB and middle or high school accounts and functions. Maintain accurate financial and statistical records. Prepare comprehensive accounting reports and statements. Identify, investigate and resolve financial errors and discrepancies. Monitor and audit revenue and expenditures. Collect, receive, verify and process incoming cash, monies, deposits and receipts. Assemble, organize and prepare data for records and reports. Prepare, process and verify purchase orders and requisitions. Maintain, balance, adjust and reconcile accounts. Prepare invoices, billings and reimbursements for payment. Compare numbers and detect errors efficiently. Operate standard office equipment including a computer and assigned software. Meet schedules and time lines. Perform arithmetic calculations quickly and accurately. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others.

#### ACCOUNT CLERK

*Sage Creek High School, Carlsbad, CA / Mar 2007 – Mar 2012*

- Performs account record keeping work of average difficulty in an assigned area of responsibility; keys and posts information to a variety of records and controls and balances records; prepares routine financial?related reports; audits documents for accuracy of computation and completion: enters, posts, checks, balances and adjusts accounts; makes arithmetical calculations and checks various statistical and accounting tables and reports; processes account receivables and cash receipts, and establishes payment plans; reconciles records to established balances, identifying and/or resolving discrepancies; receives invoices, matches with appropriate documentation, assigns budget account codes, audits and prepares payment authorization; receives monies, verifies payments and issues receipts; transports cash to office and safe; prepares bank deposits; issues petty cash payments and maintains records of petty cash fund; composes routine correspondence, including collection notices, legal notices and completes form letters; performs customer service at a public counter and over the telephone; answers

telephone, transfers calls, takes messages and gives routine information; copies, collates, staples and otherwise binds a variety of materials; receives, opens, date stamps and distributes incoming mail and processes outgoing mail; performs other clerical duties such as typing, filing, counter service, copying, etc.; operates a variety of office equipment, such as a typewriter, calculator, computer; reconciles departmental budget records to official City records; prepares budget transfers for supervisory review and approval; performs varied other account record keeping on assigned special projects for training purposes or as a back?up to other department personnel; receives, opens, date stamps and distributes incoming mail; files materials into established filing systems; performs related work as required.