

# BRITNI DAVIS

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## Skills and Abilities

- Excellent communication skills
- Self-motivated
- Fast learner
- Excellent computer skills
- Strong organizational skills
- Strong multitasking skills
- Ability to handle stressful situations
- Active listener
- Complex problem solver
- Knowledgeable in MS Word, Excel, PowerPoint

## Experience

- 05/2019 to Present      Security State Bank - Bookkeeping Supervisor
- Oversee the daily functions of the department.
  - Maintain historical bank records.
  - Verify and process federal returns.
  - Work with other departments to correct account errors.
  - Maintain and deliver supplies to other branches.
- 01/2018 to 05/2019      Security State Bank - Bookkeeping Utility Clerk
- Oversaw the yearly destruction of archived documents.
  - Responsible for scheduling equipment and vehicle repairs.
  - Process bi-weekly time cards
  - Trained new employees on bank policies and procedures.
  - Scanned and indexed banking records.
- 03/2017 to 01/2018      Security State Bank - Imaging Specialist
- Process daily account transactions for all branches.
  - Responsible for auditing departments to ensure protocols were being followed.
  - Initiate end of day close-out reports.
  - Protect and oversee transfer of sensitive account information.
- 12/2016 to 12/2017      Woodland Village - House Keeper
- Ensured all rooms were cared for and inspected according to standards.
  - Dealt with reasonable complaints/requests with professionalism and patience
  - Checked stocking levels of all consumables and replaced when appropriate
  - Prioritized changes in weekly cleaning schedules.
- 01/2015 to 11/2016      HI-Lead - Manager
- Responsible for employee work schedules.
  - Maintain and manage cash on hand.
  - Placed product orders and kept track of inventory.
  - Implemented procedures to adhere to state standards.

## Education

- 2016      Associates Degree (General Studies/Minor in Accounting)  
Centralia College - Centralia, WA,
- 2012      High School Diploma  
W.F. West High School - Chehalis, WA,