

Jason A. Bell

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CAREER OBJECTIVE

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

EDUCATION

The University of Texas at Dallas

Bachelor of Science in Accounting

Expected Graduation

GPA: 3.3/4.0

May 2014

WORK EXPERIENCE

Davis Success Solutions LLC, Dallas, Texas

Executive Assistant

March 2012 – Present

- Recognized for ability to develop, implement, and manage computerized bookkeeping functions while overseeing multifaceted office administration procedures
- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payables and receivable, and profit and losses
- Research account transactions, demonstrating a keen ability to recognize and resolve discrepancies
- Comply with federal, state, and company policies, procedures, and regulations
- Administer and pay all company taxes/licenses with federal, state, and local agencies on a quarterly and annual basis
- Responsible for making payments to banks and overseeing payroll expenses

Arbors of Sam Houston, Huntsville, Texas

Leasing Professional

June – December 2011

- Handled all aspects of daily apartment leasing, including receiving calls, filing, tenant relations, rent collection, and tenant eviction
- Maintained tenant records, leasing contracts and agreements, move-in and move-out inspections, and apartment model presentation