

Brenden Hall
817-771-9607
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1220 Hickory Bend Lane
Fort Worth, Texas 76108

SUMMARY OF QUALIFICATIONS

- Proficiency in QuickBooks and Microsoft Office 2011
- Strong and professional communication, organizational skills and work ethic
- Bilingual in English and Spanish
- Working in BS/MS Accounting Program and on track for C.P.A.

EDUCATION

Bachelor/Master of Science

Accounting

University of North Texas

- Undergraduate Completion Date: Spring 2014
- Accounting Hours Completed: 16 Hours
- Accounting GPA: 3.0

December 2015

Focus: Audit

Denton, Texas

Bachelor of Arts

Psychology

University of North Texas

December 2015

GPA: 2.81

Denton, Texas

PROFESSIONAL EXPERIENCE

Bookkeeper

House of Blades

August 2012- January 2013

Fort Worth, TX

- Complete weekly payroll of 20 total employees
- Bank reconciliations, Accounts Payable and Receivable
- Bill payments and bank transfers
- Resigned for academics

Warehouse & Assistant Office Manager

Rymac Products

May 2009- September 2010

Fort Worth, TX

- Manage invoicing, QuickBooks inventory, and physical inventory
- Manage logistics from distribution and online retail side of business cycle
- Assist customers and distributors
- Summer position to help a family friend

Courier, Medicine & Medical Supplies

Texas Healthcare Pharmacy

October 2008- October 2013

Fort Worth, TX

- Manage route individually, punctually, and efficiently
- Worked evenings as primary income during academic career