

# Tabitha Mesa

Blacksburg, VA 24060

[tabitha.wright30@gmail.com](mailto:tabitha.wright30@gmail.com)

+1 540 641 0739

Authorized to work in the US for any employer

## Work Experience

---

### **Accounting Assistant**

Inorganic Ventures - Christiansburg, VA

May 2012 to April 2022

I started out as a receptionist in the afternoons and have been promoted to overseeing domestic invoicing as well as overseeing accounts payable. I have been involved in many special projects such as yearly inventory, recording of work instructions, job descriptions, SOP's, etc.

### **Teacher**

Gateway Christian School - Blacksburg, VA

September 2012 to May 2016

I taught 5th-12th grade English as well as chaperoned/scheduled field trips and participated in fund raising events for the school.

### **Retail/Fast Food**

TJMaxx, Dollar Tree, Burger King - Blacksburg, VA

Part time work during high school/first bachelor's degree.

### **House Cleaning**

Self Employed - Montgomery County, VA

Part time work during high school/first bachelor's degree.

## Education

---

### **Christian Counseling in Psychology**

Liberty University - Lynchburg, VA

July 2017 to May 2020

### **Bachelor's in English**

Radford University - Radford, VA

September 2008 to May 2012

## Skills

---

- Accounts Payable
- accounting
- Billing

- Microsoft Word
- Outlook
- MS Office
- Accounts Receivable
- General Ledger Accounting
- Account Reconciliation
- Journal Entries

## Certifications and Licenses

---

### **driver's license**

## Assessments

---

### **Attention to Detail — Expert**

February 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Expert](#)

### **Data Entry: Accuracy — Proficient**

August 2020

Entering data quickly and accurately

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Familiar**

August 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Familiar](#)

### **Accounting Skills: Bookkeeping — Familiar**

August 2020

Calculating and determining the accuracy of financial data

Full results: [Familiar](#)

### **Principles of Accounting — Familiar**

August 2020

Preparing financial records according to federal policies

Full results: [Familiar](#)

### **Typing — Highly Proficient**

August 2020

Transcribing text using a standard keyboard

Full results: [Highly Proficient](#)

## **Project Timeline Management — Highly Proficient**

August 2020

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.