

**JUNE B. MARKSON**  
411 Stone Mountain Road - Warner Robins, GA 31088  
(478) 742-2442

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### **CUSTOMER SERVICE • BUSINESS SUPPORT SERVICES**

*Account & Database Management*  
*General Accounting & Bookkeeping*

*Account Reconciliation*  
*Transaction Processing*

*Supply & Property Accountability*  
*Internal Records Maintenance*

Offering 15 years of experience performing a realm of business, account, data, financial and customer service assignments in diverse environments. Demonstrates exceptional interpersonal skills and works well with people from diverse cultures, socio-economic and professional backgrounds. Mathematically inclined and work performance reflects financial integrity in all data, transactional, accounting and bookkeeping criteria. Experienced supervising, providing on-the-job training and expert operational support to co-workers. Maintained expertise in internal controls allowing research, identification and resolution for customer service issues. Remains organized, flexible and consistently meets and exceed all operational goals.

***Computer skills: MS-Windows, Word, Excel, PowerPoint, Access, Automated Accounting Systems, Internet Explorer***

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#### **CUSTOMER SERVICE & PERSONAL RECORDS MANAGEMENT**

- Served as first point-of-contact for customer and vendor inquiries, researched and professionally resolved issues.
- Assisted customers in product selections and remained helpful in locating, researching and providing advice.
- Maintained a professional presence and stocked shelves and ensured appropriate appearance of overall store.
- Assisted new employees in completing all in-processing forms and monitored resignation and separations.
- Processed and tracked requests for personnel actions and confidentially maintained a large database of employee data.

#### **GENERAL ACCOUNTING & BOOKKEEPING (CASH & FUNDS MANAGEMENT)**

- Maintained financial ledger accountability, and performed account reconciliations utilizing automated accounting system.
- Validated expenditures, processed deposit reports, vendor's credit of funds, charge account requests and dishonored checks.
- Processed cash, coupons, food stamps, rebates, credit slips and reconciled receipts with automated system totals.
- Applied the principles, practices and theories of accounting methods remaining in compliance with internal controls.
- Utilized various accounting software to manage accounts and control databases, and operated electronic checkout terminals.
- Started shift banks, organized end-of-shift monies and receipts due based on experience and financial control capabilities.

#### **SUPPLY & PROPERTY ACCOUNTABILITY**

- Identified and declared government equipment as excess property and arranged for proper disposal.
- Prepared forms for lost, damaged or destroyed property and equipment and maintained proper system records such as equipment maintenance, computer downtime, contractor repair actions and system availability logs.
- Completed periodic inventories of equipment and supplies to ensure financial accountability and documentation integrity.

<i>Commissary Support Clerk / Acting Lead Support Clerk</i> , Robins AFB Commissary, Warner Robins, GA	7/1997 – 6/2002
<i>Sales Store Checker</i> , Robins AFB Commissary, Warner Robins, GA	5/1995 – 7/1997
<i>Sales Store Checker</i> , Tyndall AFB, Panama City, FL	8/1993 – 5/1995
<i>Child Development Desk Clerk</i> , Eglin Child Development Center, Eglin AFB, FL	7/1988 – 8/1993

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#### **EDUCATION & SPECIALIZED TRAINING**

Pursued coursework at Middle Georgia Technical College, Macon, GA and Gulf Coast Community College, Panama City, FL  
*Training: Automated Accounting Systems, Computer Training, MS-Windows, Excel, Word, Access and PowerPoint*  
Graduate, Bowdon High School, Bowdon, GA (Academic Honors)

#### **HONORS & AWARDS**

*Outstanding Performance Certificate, 1994; Performance Bonus, 1995 – 2002; Special Act Award, 1998*