

# Hi, I'm Leosha Jackson.

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## SUMMARY

Detailed professional with many years of experience maintaining financial records and reviewing financial activity. Polished in spreadsheet creation, report preparation, and data analysis. Quick and accurate to meet strict deadlines and manage multiple tasks. Strengths include problem-solving abilities, strong knowledge of accounting principles, and adept use of data storing software. Made significant impacts in previous roles by improving efficiency through implementation of diligent organizational procedures.

## SKILLS

- Accounting knowledge
- Microsoft Office
- Guest Relations
- Property Management Systems
- Audit Procedures
- Reservation Management
- SEO proficiency
- Content optimization
- User Experience
- Decision-Making

## EXPERIENCE

**Hotel Night Auditor** 03/2023 - Current  
Hyatt Regency Dallas at Reunion *Dallas, TX*

- Completed basic bookkeeping and document filing.
- Received incoming calls and coordinated with staff to fulfill customer requests.
- Performed basic bookkeeping tasks and issued invoices as needed.
- Assisted in the preparation of meeting rooms and facilities for scheduled events.
- Drafted professional business documents, spreadsheets, and correspondence.
- Completed night audit procedures including balancing accounts receivable ledger .

**Health Specialist** 09/2022 - 03/2025  
Alight Solutions *Dallas, TX*

- Maintained accurate records of all employee medical information including test results, treatments, medications prescribed.
- Reviewed insurance claims from employees seeking reimbursement for medical expenses.
- Provided technical support to end users for various system-related issues.
- Monitored data inputs to manage and maintain accuracy.
- Built trusted partnerships through open and interactive communication to earn positive customer feedback.

## EDUCATION AND TRAINING

**Associate of Business Administration:** Accounting And Business Management 08/2018  
*University of North Texas, Denton, TX*

**High School Diploma** 06/2018  
*Skyline High School, Dallas, TX*

- Magnet Scholar - Law, Psychology, Political science, and anthropology were my fields of study in high school.

#### **CERTIFICATIONS**

- SEO certification

#### **ACTIVITIES AND HONORS**

- Health
- Music
- Self-Care

#### **FUN FACT**

- Organized and filed yearly receipts for small business Tax Documents