**Ashley Bass**

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**Personal Summary**

Experienced Staff Accountant with 3 1/2 years of managerial experience, dedicated to exceptional care and customer service. Recognized for leadership, scheduling, and time management skills with keen attention to detail. Proficient in project management, problem-solving, and financial literacy. Committed to continuous learning and seeking a challenging role to contribute expertise to organizational success and personal growth, prioritizing excellence, innovation, and collaboration.

**Education**

**Sam Houston State University**  Huntsville, Texas

*Bachelor of Science in Healthcare Administration* May 2024

Minor in Business

Relevant Coursework

* Human Resource Management • Healthcare law
* Health informatics • Health Planning and Evaluation
* Healthcare Terminology
* Anatomy and physiology

**Skills**

* Microsoft Office • Problem-Solving
* Communication
* Organization
* Accounting statements
* Team Building • Leadership

**Work Experience**

*Insight Environmental* The Woodlands, TX

**Staff Accountant/HR Specialist** May 2023-Present

* Record all financial transactions and review incoming statements and bookings to ensure a smooth transition within the workplace.
* Manage all corporate and field personnel, addressing any personal or professional issues. To ensure all personnel are equipped and ready to perform all duties.
* Prepare financial statements such as income and profit and loss statements, communicating with the CEO of economic standing.
* Utilize various methods to reconcile account discrepancies.
* Complete and monitor all accounts for general ledger reconciliations, collect, review, and analyze financial statements, and prepare detailed reconciliation reports.
* Conduct screenings via teams for potential insight candidates. Ensure all candidates are morally and physically capable of completing the job, furthering the company's success.
* Create and implement new accounts payable processes to ensure accuracy and efficiency.
* Spearheaded new procedures and policies, ensuring a smooth transition within personnel.

*MGC Services LLC* Conroe, TX

**Office Manager /HR**  March 2020-May 2023

* Manage schedules, organize all office functions, and oversee daily operations of 20 personnel.
* Hired, trained, and onboarded over 10 new employees and supported expediting staff.
* Update and revise all required certifications needed for daily operations.
* Recorded and maintained employee records and client information with adherence to privacy policies.
* Continuously abstracted data relaying only bullets of high importance to personnel.
* Coordinated employee benefits.
* Spearheaded all payroll operations

*ArcoTech Drilling Services* Conroe, TX

**Accounts Payable**  October 2019-March 2020

* Reconciled processed invoices to ensure 100% accuracy by verifying entries and comparing system reports to balances.
* Researched discrepancies and updated accounts with accurate information.
* Distributed payments to vendors and resolved purchase orders, invoices, and payment discrepancies.

*United States Air Force*  Vance, OK

**Security Forces**  February 201*5-*March 2020

* Maintained base security of aircraft that were vital to the wing training missions.
* Provided emergency responses and enforced traffic laws supporting Active personal retirees and family members.
* Managed and controlled 169 alarm points and 19 security cameras, which ensured the security of more than 1.8 billion in USAF resources.
* Led fire teams of 4 to conduct safety and deployment training.

**Honors and Activities**

* Newborn cuddler Volunteer, Spring 2019-Present
* Dean's List, Fall 2022-Spring 2023
* Airman of the year, 2019 and 2020
* Volunteer of the Alzheimer’s Association, 2021-Present
* 2024 Insight Environmental Admin of the year