

# NIA STEWART

117 Central Ave 🏠  
Hamilton, NJ 08610  
347-340-6634 📞

Nanstewart2@gmail.com ✉️



## OBJECTIVE

To obtain a position which best utilizes my knowledge and strengths, while allowing me to work in a forward-thinking environment in which I can grow and enhance my professional and personal abilities. Willing to learn and advance my skill set in an exciting, productive Company.



## EDUCATION

**Accounting | Mercer County Community College**  
08/2015 –

**Diploma | Steinert High School**  
2008 – 2012



## EXPERIENCE

**Sales Coordinator | North Star New Jersey Lottery**  
01/2018-

- Marketing
- Monthly point of sale
- Enter jobs in to a system called Workfront
- Manage all POS
- Track all incoming inventory
- Contact vendors for seasonal lottery promotional items

**Fiscal Assistant | Disability Rights New Jersey**  
05/2014 – 12/2017

- Accounts Receivable
- Accounts Payable
- Reconcile bank recs
- Prepare payrolls and personnel forms, and mail and distribute checks and cash payments
- Assemble correspondence such as letters, memos and perform general filing and recordkeeping duties
- Create monthly Journal entries for American Express and Travel Expenses
- Arrange quarterly finance meetings

## **Sales Associate/Cashier | American Eagle**

08/2012 – 10/2013

- Greet, interact and engage with all customers to determine their needs
- Handle all register transactions with cash/credit and rectify financial reports
- Replenishment of all retail materials for displays from stock
- Heavy customer service skills, while providing required assistance to all clients
- Available for maximum hours and accommodating of a flexible schedule
- Achievement of increased sales with internal promotions

## **Cashier | Shoprite**

09/2011–07/2012

- Greet customers and offer assistance with their needs
- Handle consumers payment of cash and credit
- Skilled at customer service and a positive, friendly demeanor
- Price checks on items
- Work well with entire team



## **SKILLS**

- Abila (Sage) MIP Fund Accounting
- ADP
- Proficient with Microsoft Office (Outlook, Word, Excel, PowerPoint, and Access)
- Time Management
- Detailed Oriented
- Organizational
- Interpersonal Skills