

BRETT T. ATKINSON

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Dedicated professional seeking employment in the field of Education or Administrative Support.

PROFESSIONAL WORK EXPERIENCE

Office Manager 1/2019 – Present
Core Solutio Atlanta, GA

- Reconcile receivables and balance books using accounting software
- Follow up with funding sources to obtain outstanding payments
- Create and send invoices for monthly services rendered
- Enter payroll and communicate with accountant to ensure timely pay
- Manage client database, enter and discharge clients and manage files

Cashier 4/2017 – 6/2018
PJ's College Books
Taylorsville, UT

- Assisted with maintaining bookstore stock inventory control records
- Prepared displays of merchandise and assisted with relocation of stock
- Received shipments and sold textbooks and additional college supplies
- Assisted with used books buybacks from students and tracked restock
- Assisted with opening and closing bookstore and counting register tills

Substitute Teacher/Mentor 2/2005 – 4/2006
The School of the Deaf
Salt Lake City, UT

- Provided adaptive and differentiated instruction for students in program
- Developed and maintained positive and consistent communication with families
- Empowered students to resolve issues and to develop coping strategies
- Submitted student goals, weekly case notes, evidence of progress on students
- Collaborated with fellow teachers/mentors of best practices and student progress
- Created objective driven lesson plans designed to promote comprehension

EDUCATION

University of Utah
Bachelor of Science in Human Development/Children Studies 2012

Utah Valley University
Associate of Arts in Accounting 2008

References Upon Request