

SHIRLEY

Accountant/Bookkeeper

SKILLS

Problem Solving
Attention to Detail
Prioritizing
Communication
Data Entry
Strategic thinking

PROFILE

A reliable and efficient bookkeeper with over five years of experience in managing financial records and transactions for various businesses. Skilled in using cloud-based accounting software, such as Salesforce, QuickBooks, and Workday, to ensure accuracy and compliance. Proficient in preparing and analyzing financial statements, reconciling accounts, and processing invoices and payments. Excellent communication and organizational skills, with the ability to work independently or as part of a team. Seeking a challenging and rewarding position as a bookkeeper in a reputable organization.

EXPERIENCE

Administrative Assistant

City Government (2011-2014)

Support the city accountant by handling scheduling, organizing files, and managing communications. Assist team members with tasks like data entry, report preparation, and maintaining office supplies.

Fundamentals Mentor

Alorica (2015-2018)

Led group of trainees in preparation for handling customer calls. Including helping trainees in billing, technical and sales concern. Take customers highly escalated concern to make sure everything is handled.

Accountant / Bookkeeper

Meyer Dunlap 2019-2021

Responsible for undertaking all bookkeeping activities including bank and credit card reconciliation, accounts payable, accounts receivable, payroll and month end closing. Using multiple accounting software such as Workday, Salesforce and QuickBooks.

EDUCATION

2011-2015

BS in Business
Administration major in
Management
Accounting