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| **TAMARA JOHNSON** |  | **QUALIFICATIONS PROFILE**Highly organized and detail-focused Full-Charge Bookkeeper with track record of accurately and efficiently supporting overall accounting activities.* Comprehensive knowledge of accounting and auditing principles, A/P, A/R, payroll, general ledger postings, invoicing, taxation issues, and regulatory compliance guidelines.
* Expertise in developing and delivering monthly, quarterly, and annual Profit and Loss statements and Balance Sheets for management within strict deadlines.
* Keen ability to analyze cost control, providing timely and frequent financial information that supports corporate goals and objectives.
* Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.
* Excellent technology skills; proficient with MS Office (Word, Excel, Access, Outlook, PowerPoint), FreshBooks, Sage, QuickBooks, & Microsoft Dynamics.
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| Bookkeeper Resume100 Swift AveSeattle, Washington 98133Home: (206) 555-5645 tjbkkp@anyisp.com |  |
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|  | **EXPERIENCE****Full-Charge Bookkeeper**JTDD Corporation Seattle, Washington March 20XX– Present* Supported a significant increase in productivity levels by streamlining accounting processes.
* Saved company nearly $10K per year in CPA costs, outsourcing, and technical support.
* Played essential role in transition to cloud-based FreshBooks accounting system.

**Accounting Assistant**B. Hurston, LLC – Renton, Washington August 2009 – February 20XX* Utilized Microsoft Dynamics to improve processes for creating customer invoices leading to 15-day reduction to receivables.
* Excelled within fast-paced environment, continually taking on increased levels of responsibility.

**Assistant Bookkeeper**Commena, Inc. – Seattle, Washington April 20XX– August 20XX* Consistently demonstrated talent for quickly learning new tasks and completing assignments ahead of schedule while maintaining a high degree of accuracy.
* Contributed substantially to reducing outstanding accounts receivables through improved collections processes
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| **EDUCATION****Associate Degree in Accounting** (20XX)Seattle Central Community College, Seattle, Washington |  |
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