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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. |
| Bookkeeper Resume  100 Swift Ave  Seattle, Washington 98133  Home: (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 |
| **EDUCATION**  **Associate Degree in Accounting** (20XX)  Seattle Central Community College, Seattle,  Washington |  |
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