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| **EMPLOYMENT HISTORY** |
| **General Bookkeeper,**Franklin & Rodgers Business Solutions, Scottsdale, AZ March 2021–Present* Perform 150+ financial calculations daily such as amounts due, interest charges, balances, discounts, equity, and principal for a multimillion-dollar company
* Access computerized financial information to answer general questions as well as those related to specific accounts
* Formulate and issue bills, invoices, and account and financial statements with 10% increased efficiency to ensure timely deliverables
* Corrected spreadsheet error regarding May 2021’s monthly spending, which resulted in saving A/P $3,500
* Train 3 new administrative assistants and 4 junior bookkeepers

**Administrative Assistant Bookkeeper,** Patton Group, Tempe, AZ August 2017–March 2021* Managed 2 computers programmed with accounting software to record, store, and analyze information
* Checked 350+ figures, postings, and documents per month for correct entries, mathematical accuracy, and proper codes
* Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents
* Matched 800+ order forms with invoices, and recorded the necessary information
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| **EDUCATION** |
| **Bachelor’s Degree in Accounting,** Wilhem University, Phoenix, AZ June 2017**Associate of Business in Accounting,** Wilhem University, Phoenix, AZ June 2015**American Institution of Professional Bookkeepers,** Certified Bookkeeper 2017 |
| **SKILLS** |
| * Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Visio)
* Experienced with QuickBooks Pro and QuickBooks Online
* Comfortable with financial data analysis, data entry, and administrative duties
* Fluent in English and Spanish
* Adaptable and reliable
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