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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 |
| **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 |