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| **JASMINE TAYLOR**  **Bookkeeper Resume**  **SUMMARY**  Organized Bookkeeper with 2+ years of experience in a high-pressure work environment. Maintain utmost accuracy processing and managing payroll, invoices, account transactions, and other financial records. Equally effective working independently or on a team. Bilingual: Fluent in English and Spanish. |

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| **EDUCATION**   * Associate Degree – Accounting, The University of Miami, FL | 2020 * Certified Bookkeeper, American Institute of Bookkeepers | 2020 |  | **PROFESSIONAL EXPERIENCE**  **Bookkeeper,**  Manor & Scholtz Law Firm, Jacksonville, FL  October 2020 to Present   * Maintain financial records including all receipts, invoices, and bank statements * Prepare payroll and direct deposit accounts * Closely monitor transactions to ensure compliance with state, federal, and company policies * Prepare and process payroll for 100+ employees * Answer client queries about fees and invoices * Contact clients about bills outstanding, and help set payment plans * Draft monthly financial summaries and reports * Work out billable hours for senior attorneys * Reconcile and balance all accounts * Check figures on legal documents for accuracy, and make any corrections needed * Enter client data and fees on accounting software   **Highlight:**   * Improved efficiency and organization by helping move all financial records from Excel to QuickBooks |
| **KEY SKILLS**   * Account Reconciliation * Complex Problem-Solving * Data Gathering & Entry * Microsoft Office Suite * QuickBooks * Regulatory Compliance * Reporting & Documentation * Team Collaboration |  |
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