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| House | [Address] | Speaker Phone | [Phone Number] | Envelope | [Email Address] |

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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
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| **KEY SKILLS*** Account Reconciliation
* Complex Problem-Solving
* Data Gathering & Entry
* Microsoft Office Suite
* QuickBooks
* Regulatory Compliance
* Reporting & Documentation
* Team Collaboration
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