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| **SUMMARY**  Bookkeeper with a proven track record of accuracy in budgeting and account reconciliation. Recognized for problem-solving and time management skills in creating invoices and statements. Associate degree in accounting with 2016 Bookkeeper Certification. | | |
| **BERNARD CHALEO**  Bookkeeper Resume | | |
| **CONTACT INFORMATION**  (123) 456-7890  b.cahalio@email.com  521 First Street, San Antonio,  TX 08154 |  | **EMPLOYMENT HISTORY**  **Administrative Assistant,**  F. Milton Corporation, San Antonio, TX  January 2016 – June 2020   * Completed monthly as well as quarterly and yearly variance analysis * Maintained accurate journal entries, figures, and codes * Managed two accounts payable clerks * Coordinated with the accountant to complete annual audit and annual budget planning   **Accounts Payable**  Clerk, F. Milton Corporation, San Antonio, TX  May 2008 – December 2016   * Reviewed invoices and matched them with packing slips * Entered payment approval and processed checks * Communicated with merchants on bill discrepancies   **CERTIFICATIONS**   * American Institute of Professional Bookkeepers Certification 2016 |
| **EDUCATION**  **Associate of Accounting,**  Texas Tech University, Lubbock, TX  September 2006 – May 2008 |  |
| **SKILLS**   * Expert knowledge of QuickBooks and Xero * Highly proficient in Microsoft Office, including Excel, Access, Outlook, and Word * Fiscal budgeting * Accounting reconciliation |  |