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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
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| **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
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