|  |
| --- |
| **SUMMARY** |

NACPB Certified Bookkeeper with 6 years of experience. Seeking to save time and money at Breaz Buying Service. At Steel Canyon Software, slashed AR from $350,000 to $10K in 8 months through automation. Used QuickBooks to optimize AP. Cut payroll processing time by 25%. Skilled in QuickBooks, AR/AP, and payroll accounting.

|  |
| --- |
| **EXPERIENCE** |

**Bookkeeper**

Steel Canyon Software, Inc. 2013–2019

* Drove accounts receivable from $350,000+ to under $10,000 with a system of electronic payments and more payment terms.
* Used QuickBooks to track revenues of $3.5 million annually. Audited 1,500+ business customer accounts annually.
* Optimized accounts payable, lowering costs 20% by automating on-time payments and setting up an online supplier portal.
* Created MS Excel pivot tables that saved 20 accounting hours per quarter. Cut report-generation time by 25% over previous years.
* Slashed payroll processing time 25% by centralizing records, digitizing data, and working with IT to integrate HR and payroll.

**Receptionist**

Synodic 2010–2013

* Assisted with payroll processing. Switched payroll system to QuickBooks, saving 15 bookkeeper hours per month.
* Tracked longest past-due accounts. Collaborated with bookkeeper and customers to negotiate payments that recouped $50,000 yearly.
* Performed bank reconciliations and month-end close entries.
* Cut supply costs by 15% through negotiating better vendor deals.

|  |
| --- |
| **SKILLS** |

* Member, NBA
* Set up AP/AR system for local hair salon.
* Article on MS Excel for bookkeepers published in Befree Blog
* Hard Skills: QuickBooks, accounts payable, accounts receivable, payroll accounting
* Soft Skills: Attention To Detail, Communication, Dependability, Interpersonal Skills