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| **ZULA FRY** |  | **SUMMARY**Skilled in invoicing, analyzing costs, delivering financial reports, and providing profit and loss statements while meeting deadlines. Helped Book Tech in $10k by fixing a tax-reporting error. |
| Bookkeeper ResumeColumbus, OH(536)-457-6534zulafry@gmail.comlinkedin.com/in/zulafry |  |
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|  | **EXPERIENCE****Bookkeeper**﻿QuickBooks﻿Feb 2020 - Present* Processed monthly customer billing statements and increased reviews by 3%.
* Managed the financial filing system and tracked sales tax returns.
* Verified reports and system processing to ensure accuracy for lower error rates.

**Assistant Bookkeeper**Book TechJan 2018 - Dec 2019* Prepared and filed bank reconciliations, direct deposits, and financial reports.
* Maintained records for over 1k vendors using QuickBooks software.
* Updated and reviewed fixed asset records and transaction statements.

**Certifications*** Certified Public Bookkeeper (CPB)
* QuickBooks Online ProAdvisor
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| **EDUCATION****Master of Accounting** (Macca)The Ohio State University/OSU2018 – 2019**B.S. in Accounting**The Ohio State University/OSU2014 - 2018**SKILLS****Hard Skills:*** Advanced Excel/Spreadsheets
* QuickBooks
* Balance Sheets
* Accounting Principles
* Income Tax Knowledge
* Mathematical Acumen
* Financial Reporting
* Variance Analysis
* Data Entry
* Bookkeeping Procedures

**Soft Skills:*** Time Management
* Organization
* Communication
* Problem Solving
* Detail-Oriented
* Honesty
* Critical Thinking
* Stability
* Disciplined
* Punctual
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