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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 Resume  Columbus, OH  (536)-457-6534  zulafry@gmail.com  linkedin.com/in/zulafry |  |
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|  | **EXPERIENCE**  **Bookkeeper**  ﻿QuickBooks  ﻿Feb 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 Tech  Jan 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 |
| **EDUCATION**  **Master of Accounting** (Macca)  The Ohio State University/OSU  2018 – 2019  **B.S. in Accounting**  The Ohio State University/OSU  2014 - 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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