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| **EDUCATION**  |  | **SUMMARY** |
| **Associate’s Degree in Accounting**State University, Payson, UT Major: Bookkeeping |  | A hardworking and well-organized Bookkeeper with in-depth knowledge of complex accounting and bookkeeping systems. Poised to ensure timely and accurate recording of accounts receivable and payable of ABC Company. |
| **COMPUTER SKILLS*** QuickBooks
* MS Office (Word, Excel, and Outlook)
 |  | **EXPERIENCE** **Bookkeeping Intern**Rose International, Payson, UTJan 2023 – Jul 2023* Verified the source documents such as invoices and receipts to determine data needed for reporting purposes.
* Posted financial transaction details to subsidiary books and transferred data to general ledgers.
* Assisted in reconciling and balancing accounts, and tracked and maintained inventory records.
* Prepared checks and bank deposit slips and assisted in preparing and processing payroll.
* Provided support for calculating and making tax documents.
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| **BOOKKEEPING SKILLS*** Invoicing – Tax Calculation
* Debt Monitoring – Payroll Processing
* Financial Analysis – Accounts Balancing
* Petty Cash Handling – Reconciliation
* Internal Control Systems
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| **COURSEWORK:*** Accounting Ethics
* Bookkeeping
* Fundamentals
* QuickBooks
* Payroll Accounting
* Forensic Accounting
 |  | **HIGHLIGHTS OF QUALIFICATIONS*** Proficient in developing systems to account for financial transactions by establishing accurate charts of accounts.
* Exceptional talent for balancing and maintaining general ledgers by preparing trial balances and reconciling entries.
* Skilled in monitoring debt levels by complying with debt covenants and performing follow-up activities.

Competent at calculating and issuing financial analysis of financial statements. |
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