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| **CARLA GORDON**  Bookkeeper Resume |

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| **CONTACT INFORMATION**  **Address:** 32 Spring Street, New York, NY  **Phone:** (212) 941-7994  **Email:** carla\_gordon@yahoo.com  **Current job:** Full Charge Bookkeeper at McGladrey |  | **EXPERIENCE**  **Full Charge Bookkeeper,** 2015 – Present  McGladrey, New York, NY   * Perform bookkeeping for all financial transactions * Complete month end closings in a timely manner * Prepare and present financial statements * Manage inventory * Process employee payroll * File tax repo\rts   **Assist with budget preparation**  Bookkeeper, 2009 – 2015  Citrin Cooperman, New York, NY   * Calculated employee payroll and superannuation * Managed accounts payable and receivable * Managed invoices and monthly reports * Monitored financial transactions and reports * Provided customer service, in person and by telephone   **Managed office supplies**  Bookkeeper, 2003 – 2009  Presti & Naegele, New York, NY   * Responsible for daily entry of accounting transactions * Prepared and presented financial statements * Performed reconciliations on bank accounts that consisted of errors * Produced monthly financial summaries and reports * Processed monthly payroll with accuracy and integrity * Ensured compliance with all regulatory reporting requirements * Maintained fixed asset inventory   **Administrative Assistant,** 1998 – 2003  Presti & Naegele, New York, NY   * Handled and processed mail * In charge of contacting vendors and ordering supplies * Assisted with promotional materials * In charge of the petty cash account * Organized office events * Assisted with other administrative tasks as directed |
| **OBJECTIVE STATEMENT**  To secure a position as a Full Charge Bookkeeper in one of the state’s finest established companies and to work in a challenging environment where I can sharpen my mind, hone my skills, and continue growing as a professional. |
| **EDUCATION**  **Bachelor of Science Degree in Accounting**  College, University at Albany – School of Business, New York  1994 – 1998,  3.8 GPA  **High School,**  Xavier High School, New York  High School Diploma  1990 – 1994,  4.0 GPA |