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| House | [Address] | Speaker Phone | [Phone Number] | Envelope | [Email Address] |

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| **KATHLEEN ROSE**Bookkeeper Resume |

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| **EDUCATION****High School Diploma**2000 – 2000 |  | **PROFESSIONAL EXPERIENCE****Bookkeeper** 2012 - PresentRobert Half International Denver, CO* Prepared journal entries and adjusting journal entries Prepared Balance Sheet account reconciliations.
* Reconciled bank statements and credit card statements, reviewed general ledger, made journal entries and produced financial statements.
* Account reconciliations including deposits, bank reconciliations, payroll and other projects as assigned
* Tracked financial progress by creating quarterly and yearly balance sheets.
* Complete deposits for multiple companies and enter transactions on Cash Balance sheets.

**Senior Accounting Clerk** 2009 - 2012Wells Fargo Des Moines, IA* Assisted in the preparation of monthly financial statements.
* Approved client's audited financial statements.
* Posted payment to customer accounts, and prepared bank deposits.

**Accounts Payable/Administrative Assistant** 2005 - 2009Express Services Portland, OR* Match invoices, purchase orders and packing slips.
* Process vendor invoices, credit card purchases and employee expense reports daily into Epicore Vantage system.
* Designed comprehensive database to track student information, including grades, progress, and new residence.
* Process vendor and overhead vendor invoices to ensure payment is released.
* Approved and sent in new hire applications to corporate office.
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| **KEY SKILLS*** Backup
* Word Processing
* Quick books
* Travel Arrangements
* Business Transactions
* Purchase Orders
* Payroll
* Analyze Information
* CPA
* Financial Statements
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