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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 - Present  Robert 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 - 2012  Wells 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 - 2009  Express 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. |
| **KEY SKILLS**   * Backup * Word Processing * Quick books * Travel Arrangements * Business Transactions * Purchase Orders * Payroll * Analyze Information * CPA * Financial Statements |
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