

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Part-Time Bookkeeper - Company / Location

MONTH YEAR - Present

- Maintain financial records, including invoices, records, and receipts for record keeping.
- Assist with bi-monthly payroll service to ensure that all employees are paid the correct amount on time.
- Generate financial reports for the company owners to review and use to make business decisions.
- Manage accounts receivable and payable to send out client invoices, track payments, and follow up on past due amounts.

Payroll Specialist - Company / Location

MONTH YEAR – MONTH YEAR

- Process payroll in a timely fashion weekly for all employees while ensuring the amounts are correct.
- Comply with all labor laws to ensure employees take breaks when necessary and don't work more than the legal limit per shift or week.
- File all payroll taxes with local, state, and federal agencies to ensure the company stays in good standing.
- Maintained employee payroll records to ensure all information was up to date, including address, bank account information, etc.

Project Experience

- **Financial Chair:** Acted as the financial chair for a sorority, where I handled all payments of dues, bills for the house, and payments for all sorority expenses.

Education

Bachelor's Degree in Mathematics - NYU

MONTH YEAR

- GPA: 3.7
- AWARD
- AWARD

High School Diploma - PS

MONTH YEAR

- GPA: 4.0
- AWARD
- AWARD

Skills

Expertise

- Microsoft Excel
- Google Sheets
- Great attention to detail
- 70 WPM
- [QuickBooks](#)
- Excellent written and verbal communication

Licenses & Accreditations

Licenses Licenses & Accreditations

- Microsoft Office Specialist (MOS)
- [Certified Bookkeeper \(CB\)](#)