First and Last Name

(310) 555-1212 **l** [firstandlastname@gmail.com](mailto:firstandlastname@gmail.com) **l** Los Angeles, CA

# SKILLS

* Basic understanding of financial and accounting principles
* General knowledge of corporate financial and managerial accounting
* Reconciling statements against general ledger
* Processing payroll using ADP
* Bilingual in English and Spanish
* Working knowledge of Microsoft Word, Excel and PowerPoint and QuickBooks

# EDUCATION

**Santa Monica College**, Santa Monica, CA Anticipated 2021 Major: Accounting

GPA: 4.0

*Relevant Coursework: Business Law, Macroeconomics, Microeconomics*

# EXPERIENCE

**Company Name, Inc.,** Los Angeles 11/2015- Present

Bookkeeper

* Verify time logs and process payroll for staff using ADP
* Communicate with customers and vendors for unpaid balances
* Record payments from customers
* Batch customer invoices according to monthly pricing schedule and communication preferences in QuickBooks for over 300 customers and vendors
* Review companies reported income and expenses and reconcile against the bank statements monthly

**Financial Accounting, Santa Monica College** Fall 2018 Santa Monica, CA

Student

* Analyzed and categorized transactions, journal entries, and posted them to the ledger
* Prepared unadjusted, adjusted and post-closing trial balance
* Created income statements, statements of owner equity and balance sheets
* Recorded closing entries

**Corporate Financial and Managerial Accounting,** Santa Monica College Spring 2019 Santa Monica, CA

Student

* Prepared a budget and budgeted financial statements
* Allocated costs to calculate profitability of departments or inventory items
* Created statement of cash flows
* Analyzed financial statements of companies as a potential investor

