

First and Last Name

(310) 555-1212 | firstandlastname@gmail.com | 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

