

QuickBooks Online
ProAdvisor



ANNETTE DUCKETT, CPB

Certified Public Bookkeeper
Licensed Certified Public Bookkeeper

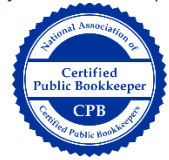
Email: annettedbookkeeping@gmail.com

Georgia

NACPB Member
*National Association of
Certified Public Bookkeepers*



**Certified Public
Bookkeeper License**
NACPB
*National Association of
Certified Public Bookkeepers*



Professional Objective

To obtain a position that will allow me to utilize my skills, training, and employment experience, that can be performed remotely.
All services that I provide are provided 100% Virtual. I work as an independent contractor (1099).

Education

NACPB (National Association of Certified Public Bookkeepers)

Certified Public Bookkeeper, CPB License
Accounting Certification - Completed
Bookkeeping Certification – Completed
Payroll Certification – Completed
QuickBooks Certification - Completed

Intuit

Course – In Progress

- QuickBooks ProAdvisor Online Advance Certification

Intuit

Course – Completed

- QuickBooks Online ProAdvisor Certification

Chattahoochee Technical College – GA

Course – Completed

- QuickBooks Pro Certification

Chattahoochee Technical College – GA

Business Administration Program

Classes included:

- Office Accounting
- Microsoft Office: Word, Excel, and Access
- Typing/Keyboarding (65 wpm)
- Introduction to Computers
- Business English
- Business Management
- Office Procedures

Work Experience

CPA Accounting and Tax Firms – (Bookkeeper and Payroll Specialist)

2014 – Present (Contract)

Responsible for: Bookkeeping and Payroll for multiple clients, reconcile and balance accounts, invoicing / billing and collections, accounts payable, accounts receivable, accounts reconciliation, sales tax returns, payroll, payroll tax returns with state and federal agencies: Department of Revenue G-7 Returns, Department of Labor DOL-4N Returns and Department of the Treasury IRS 941 Returns., assisting with yearend tax returns. Certification, training, and work experience with QuickBooks Online, QuickBooks Desktop, QuickBooks Pro, QuickBooks Desktop Premier Contractor Edition, Thomson Reuters CS Practice, FileCabinet, Drake Tax Software, Right Networks, ADP Payroll, and Microsoft Office: (Excel, Word, Access, PowerPoint, and Outlook), Canopy, Teamwork, Harvest, WordPress, and multiple cloud base applications.

Bookkeeping, Legality / Compliance & Operations – Trucking Company

2014 – 2014

Responsible for: Ordering and receiving overweight and over dimensional permits, insuring accuracy on permits including correct load dimensions, routing, advising drivers of compliance with restrictions and guidelines required for each state, drafting contracts, assisting dispatch with load boards, posting trucks, searching loads and calling brokers and inquiring about available loads, responsible for receiving rate confirmation, BOL/POD and billing/invoicing, bookkeeping and assisting accounting department.

Freight Agent – Landstar Freight Brokering Agency

2013 – 2014

Responsible for brokering freight using Load Boards: DAT Transcore 360, Internet Truckstop, LS Load Board.

Administrative Operations Manager / Bookkeeper and Fleet Manager – Trucking Company

2011 – 2013

- Responsible for all company Administrative Operations and Administrative Management (work performed independently from my home office) including: all company Bookkeeping (QuickBooks), accounting, processing payroll, accounts payable, accounts receivable, human resources, data entry, analyzing data , processing all truck requirements including: Plating the truck, Truck Registration (Cab Cards) with IRP, IFTA Decals, Insuring the trucks (Non-Trucking Liability / Bobtail and Physical Damage), and all applicable taxes including: Heavy Highway Vehicle Use (2290), IFTA Tax recording and reporting. Experience with PC Miler / IFTA Tax Software.
- Responsible for working with Carriers and their Safety Dept. in the qualification process for drivers to include all the necessary documentation and other paperwork such as: Driver Applications, MVRs, Medical Long Forms, compliance
- Responsible for: managing and processing all driver paperwork such as IVMRs for IFTA Reporting

Administrative Assistant – Insurance Company

2011 – 2011

- Responsible for assisting agents with collections, processing payments, processing insurance claims, scanning in and processing documentation for clients, customer service, calling customers recommending auto, home, and life insurance products.

Claims Processor – Dental & Vision Insurance Administrator

2009 & 2010

- Responsible for processing dental and vision insurance claims by mail, fax and electronic, entering enrollments into system, organizing client files, receiving, and distributing mail and filing.

Administrative Assistant – Real Estate Company

2007 – 2008

- Responsible for: Customer Service, answering multiline phones, assisting customers, copying documents, and filing.

Administrative Assistant Medical Gas Sales and Service Company

1999 – 2002

- Responsible for: data processing of Annual Inspection Reports data entry, data processing, proofreading, typing annual and quarterly inspection reports, certifications, letters, and other correspondences, working in Microsoft Word, Excel, Access, and assisting accounting department with AR and collections.

Office Manager and Bookkeeper / Production Supervisor – Electronic Assembly Company

1993 – 1999

- Administrative responsibilities included: All bookkeeping including payroll, payroll taxes and accounts payable, accounts receivable, processing billing, purchasing, Human Resource Department, hiring and training employees and customer and client relations.
- Production responsibilities included: Supervising and training employees, insuring deadlines for jobs and projects, assembly of electronic circuit boards with through-hole technology and surface mount component, parts prep, hand soldering, wave soldering, touchup, repair, quality control, and final inspection. Shipping and receiving.

References available upon request.