

Brandi Wright

Bookkeeper

EDUCATION

May 2006
Bachelor of Science in Child Development |
Harding University

September 2024
QuickBooks Online ProAdvisor and Payroll
Certifications | Intuit

December 2024 - May 2025
Accounting Fundamentals Course | National
Association of Certified Public Bookkeepers

June 2025
Bookkeeping Certification | National Association of
Certified Public Bookkeepers

July 2025 - Present
Payroll Fundamentals Course | National Association
of Certified Public Bookkeepers

OBJECTIVE

As a bookkeeper, my primary objective is to support the functioning of business operations by managing schedules, maintaining high organizational skills, and providing high-level communication, discretion, and confidentiality.

FUNCTIONAL SKILLS

QuickBooks
Excel (includes training with PivotTables and XLOOKUP)
Reconciling accounts in QuickBooks
Recording transactions and categorizing expenses
Problem-solving
Self directed learner
Integrity and confidentiality
Organization and time management

EXPERIENCE

August 2023 - January 2024
Volunteer Meal Delivery | Meals on Wheels | Smyrna, TN

Delivered hot meals to 8-10 homes one day per week with punctuality.

Built positive relationships, often serving as their primary point of human contact.

Followed strict food safety protocols to ensure safe handling and distribution.

Maintained confidentiality among customers.

March 2024 - August 2024

Remote Tutoring | Littera Education Inc. | New York

Utilized interactive teaching tools and resources to engage students in virtual learning environments.

Adapted teaching methods to accommodate different age groups and skill levels.

Monitored student progress and provided constructive feedback for improvement.

Implemented effective strategies to enhance student comprehension and retention of subject matter.

Maintained accurate records of tutoring sessions, including attendance, topics covered, and areas of improvement.

Used online platforms such as Zoom or Skype to conduct virtual tutoring sessions.

2013 - Present

Stay at home parent and Home Educator | Nashville, TN

Budget for supplies and curriculum.

Record school days and activities for the state requirements.

Problem solve and adapt for each individual.