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# Brenna Lara

(336) 927-5778

brennalaraoffice@gmail.com

## PROFILE

Detail-oriented worker with strong analytical skills. Highly adaptable, motivated, and a quick learner. Able to meet set deadlines. Skilled in communicating and keeping peace with others.

## EXPERIENCE

### Freelance Bookkeeping, Remote

SEPTEMBER 2023 - PRESENT

#### **New York School of Design, Remote** - *Accountant*

SEPTEMBER 2023 - PRESENT

- Manage all accounts receivable and tuition installment plans
- Assist with financial audits and compliance

### **Prime Construction, Wilkesboro, NC** - *Office Manager & Bookkeeper*

JANUARY 2019 - JULY 2023

- Compile all financial transactions and post to appropriate jobsite account
- Manage accounts payable and accounts receivable
- Coordinate jobsite inspections and meetings
- Maintain client information folders

### **Llenalo Aqui, Wilkesboro, NC** - *Bookkeeper*

JANUARY 2019 - JULY 2023

- Perform full-charge bookkeeping and weekly payroll for small businesses using QuickBooks Online
- File payroll tax reports and sales tax reports
- Assist clients with workers compensation and general liability audits
- Prepare end of year reports, including filing of 1099s and W2s

### **Second to Nature, Wilkesboro, NC** - *Office Assistant*

MARCH 2015 - MARCH 2020

- Use Kareo software to process new client paperwork, post insurance payments, generate HCFA forms, and file client's medical records
- Use online resources to verify client's insurance coverage and benefits
- Answer phone calls and assist clients with questions

## EDUCATION

**Wilkes Community College, Wilkesboro, NC** - *Associate of Applied Science in Accounting*

MAY 2018

## CERTIFICATIONS

**QuickBooks Online Certified ProAdvisor**

JULY 2023