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| Brooke Weemer

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| Bookkeeper ● 412 Oklahoma Ave, Mattoon, IL, 61938 ● 217.931.5918 |

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| Contact Details412 Oklahoma Ave, Mattoon, IL, 61938217.931.5918bweemer7@outlook.comKey SkillsExcellent Communication SkillsDetail OrientedEffective Time Management Creative ThinkingAnalytical ThinkingDedicated Team PlayerEffective Team LeaderInterpersonal CommunicationHighly MotivatedHighly organized and efficientAbility to Learn QuicklyComplex Problem SolvingDecision MakingCoordination SkillsCustomer ServiceFlexibility and AdaptabilityActive ListeningConflict ResolutionAbility to MultitaskComputer SkillsAbility to Work Under PressureCommunication Skills |

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|  | Professional Summary |

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|  | I am a detail-oriented bookkeeper with over 20 years of experience managing financial records for small businesses. My expertise in QuickBooks Online, Payroll, Payments, and Time Tracking, combined with my strong analytical skills, allows me to provide accurate and timely financial reports. I am passionate about helping businesses maintain their financial health and achieve their goals. My commitment to precision and my proactive approach ensure that I not only meet but exceed expectations. I thrive in dynamic environments and am always eager to take on new challenges to support business growth. |

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|  | Career Experiences |

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|  | Subject Matter Expert/Tier 2 at Intuit QuickBooks Online, MattoonJanuary 2018 — July 2024* Developed an in-depth understanding of the company’s products and services, becoming the go-to source for questions and inquiries from internal and external users.
* Consulted with small business owners via phone and chat to identify accounting issues that need to be rectified, as well as provided best plan of action.
* Collaborated with cross-functional teams to ensure customer inquiries are handled in a consistent manner and customer needs are met

Sales Administrator at Wesco Distribution, MattoonJanuary 2015 — August 2018* Prepared and maintained shipping documents, such as bills of lading, packing lists, and invoices
* Generated detailed reports to monitor and track inventory levels, delivery schedules, and shipment costs
* Created and managed a database to track shipment information, including order status and delivery dates.

Bookkeeper/Office Manager at Bock's Identi Co, MattoonJanuary 2009 — July 2013* Created and maintained detailed general ledger accounts and maintained accurate records of financial transactions
* Performed monthly bank reconciliations to ensure accuracy of financial reports
* Reconciled accounts payable and receivable on a monthly basis, ensuring accuracy of financial reports

Accounting Specialist/Collections at Consolidated Communications, MattoonJanuary 1999 — December 2006* Processed payments and handled billing inquiries.
* Utilized various communication channels to contact customers, such as phone calls, emails, and text messages
* Maintained accurate records of customer interactions and payment arrangements in accordance with company policy
* Analyzed customer financial data to evaluate ability to pay and determine payment terms
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|  | Academic Achievements |

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|  | Certificate of Accounting, Lake Land College, MattoonJanuary 2014 — January 2015Certificate of Management, Lake Land College, MattoonJanuary 2014 — January 2015B.S. in Business Management and Organizational Leadership, Millikin University, DecaturJanuary 2004 — January 2006Graduated on High Deans ListAssociate degree in Business Administration, Lake Land College, MattoonJanuary 1997 — January 2002 |

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