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| Brooke Weemer   |  | | --- | | Bookkeeper ● 412 Oklahoma Ave, Mattoon, IL, 61938 ● 217.931.5918 | | |
| Contact Details 412 Oklahoma Ave, Mattoon, IL, 61938  217.931.5918  [bweemer7@outlook.com](mailto:bweemer7@outlook.com) Key Skills Excellent Communication Skills  Detail Oriented  Effective Time Management  Creative Thinking  Analytical Thinking  Dedicated Team Player  Effective Team Leader  Interpersonal Communication  Highly Motivated  Highly organized and efficient  Ability to Learn Quickly  Complex Problem Solving  Decision Making  Coordination Skills  Customer Service  Flexibility and Adaptability  Active Listening  Conflict Resolution  Ability to Multitask  Computer Skills  Ability to Work Under Pressure  Communication Skills | |  |  | | --- | --- | |  | Professional Summary |  |  |  | | --- | --- | |  | 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. |  |  |  | | --- | --- | |  | Career Experiences |  |  |  | | --- | --- | |  | Subject Matter Expert/Tier 2 at Intuit QuickBooks Online, Mattoon January 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, Mattoon January 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, Mattoon January 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, Mattoon January 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 |  |  |  | | --- | --- | |  | Academic Achievements |  |  |  | | --- | --- | |  | Certificate of Accounting, Lake Land College, Mattoon January 2014 — January 2015 Certificate of Management, Lake Land College, Mattoon January 2014 — January 2015 B.S. in Business Management and Organizational Leadership, Millikin University, Decatur January 2004 — January 2006  Graduated on High Deans List Associate degree in Business Administration, Lake Land College, Mattoon January 1997 — January 2002 | |