

Debbie Baker
Arlington, Texas
(817) 454-1538
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SPECIAL KNOWLEDGE AND SKILLS:

13.5 years of experience in commercial accounting and auditing
QuickBooks Online, Xero, and Freshbooks certified, Gusto People Advisor certified
Experience handling clients' sensitive and highly-personal information to maintain confidentiality in a mature and non-judgmental manner
Billing and collections management, customer service, and special projects experience in the accounting industry
Strong written and verbal communication skills, communicating with tact and diplomacy
Computer proficiency with QuickBooks, Xero, Wave, Freshbooks, Outlook, Word, and Excel

WORK EXPERIENCE:

Counseling Clerk at Martin High School, Arlington, Texas **01/20-06/21**
Responsible for managing substitutes as well as month-end verification. Prepare and send transcripts and assist counselors with year-end graduation. Assist parents and students as needed.

Accounting Management Professional at Johnson & Co. CPAs, Arlington, Texas **07/18-11/19**
Managed bookkeeping, accounts payable, receivables, and special projects. Planned budgets and analyzed expenses. Daily use of Quickbooks, Word, and Excel.

Guidance Tech at Boles Jr. High, Arlington, Texas **10/15-05/18**
Assisted with the administration of state and local tests. Acquired and monitored substitute teachers for the school on a daily basis. Worked with teachers to match substitutes to their specific needs.

Systems Project Manager at Bank One, Fort Worth, Texas **10/93-09/95**
Responsible for the entire debit and ATM card system for Bank One, Texas. Developed project timelines and served as a project liaison between system programmers and bank staff.

ATM Conversion Manager at Bank One, Dallas, Texas **05/90-10/93**
During bank acquisitions, responsible for ATM and card conversions. Developed conversion test scripts, coordinated and performed system tests. Documented and reported results to upper management. Supervised projects from start to finish. Led meetings and conference calls. Interviewed, hired, and managed up to 50 people to staff input of card conversion data.

ATM Department Manager, Assistant Vice President at Bank One, Dallas, Texas **07/89-05/90**
Managed day-to-day operations of ATM department, which included 3 data entry clerks.

Senior Auditor II at Bank One, Dallas, Texas **07/86-07/89**
Responsible for planning, budgeting, supervising, and reporting audits of the holding company's banks. Supervised audit teams of 3 to 5 staff auditors. Prepared and presented audit reports.

Staff Internal Auditor at Bank One, Dallas, Texas **07/83-07/86**
Audited all areas of the holding company's banks.

Staff Accountant at Peat, Marwick, Mitchell and Co., Dallas, Texas **07/82-05/83**
Participated in audits various industries including hotels, banks, government offices, and manufacturing.

EDUCATION:

Bachelor of Business Administration, Accounting **08/78-05/82**
Midwestern State University, Wichita Falls, Texas. Graduated *summa cum laude*.

ORGANIZATIONS:

American Institute of Professional Bookkeepers