| Gabriel Naranjo Certified Bookkeeper and Notary Public  2845 W. Newgrove Street  Lancaster, CA 93536  661-902-9308 |  |  |
| --- | --- | --- |
| CREDENTIALSCertified Bookkeeper, Online Graduated in 2023 National Notary Association and California Department of Stat. Lancaster, CA Commissioned 2020 EDUCATIONAmerican Institute of Public Bookkeeping, Online -Certified Intuit Academy Bookkeeping Certification, Online -Certified on July 16th, 2023 thru Credly National Notary Association, Online- -Notary Public Educational Training Program.  July 12, 2020 Antelope Valley College, Lancaster, CA —Associates Degree in Letters, Arts and Science.June 2003-June 2009Previous Jobs **Stephanie’s Bookkeeping Services.**  Owner: StephanieM. January 2022-Present  661-206-5858  **T&J Transportation**. March 2023-Present.  Owner: Antonio Casarez 661-627-7165  **Dewey Pest Control**. October 2009-January  2020  Manager: Jim Baldridge 661-948-4503 |  | SKILLS Almost 2 years experience in Bookkeeping   * Proficient in Excel, Word, Google Spreadsheets and Quickbooks * Able to speak, read, and write proficiently in Spanish and knowledgeable of Bookkeeping language in Spanish.   Have executed over 900+ successful signings and notarizations  Able to review financial records  Able to do data entry and generate chart of accounts  Able to sign up clients into Quickbooks Online in a timely manner LANGUAGES English and Spanish. EXPERIENCE Work extensively with Google Sheets, Google docs, Excel, and Word.  Served several accounting clients delivering clean-ups, account reconciliation, A/R-A/P, and financial statements  **References**  **Jim Baldridge** 661-948-4509  **Luis Cabanilla** 661-860-2012  **Priscila Espindola** 661-675-5018 |

Gabriel Naranjo

horizontal line

2845 W. Newgrove Street

Lancaster, CA 93536

gabrielnaranjo40@gmail.com

March 23, 2024

Miranda Markovic

Pennsylvania

RE:Remote Bookkeeper

Dear Arnold's Office Furniture Hiring team,

I am writing to apply for the remote job for the Bookkeeping position at your organization.My name is Gabriel Naranjo and I have 20 years of professional experience in diverse industries that makes me a great fit for this position. My professional background includes extensive experience in organization, planning, and observation. All of these qualities will be especially beneficial in the job. As an organized individual, I will have no issues managing meticulous records and archiving them in a timely and effective manner. My experience in planning gives me the problem-solving and efficiency skills necessary to handle multiple tasks and prioritize them efficiently. Last but not least, my experience in observation has provided me with the attention to detail required to review and accurately edit records for accuracy.

In addition to the qualifications I mentioned, my background as a Bookkeeper has also shaped my communication and interpersonal skills. I am comfortable both working independently and collaborating with others to achieve the job's objectives.I am confident that my qualifications and experiences make me the perfect fit for the position. Thank you for considering me for this opportunity.

Sincerely,

Gabriel Naranjo