

# Irina Sazonova

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(323) 360-5340

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## SUMMARY of QUALIFICATIONS

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Highly organized and extremely detail-oriented **BOOKKEEPER** with cross-functional competencies in all phases of Accounting and Bookkeeping activities, Payroll processing, Financial statements preparation, and Office managing.

- Strong understanding of Accounting standards, Bookkeeping procedures, Taxation policies, and Office practices to handle day-to-day operations of accounting functions such as Bank Reconciliation, Accounts Payable (A/P), Accounts Receivable (A/R), Payroll, Invoicing, Billing, General Ledger, Journal Entries, Record keeping, Data Entry.
- Proficient in maintaining, reconciling and updating a lot of accounts including the production of monthly, quarterly, and annual Balance Sheets, Income Statements, Cash Flows and Tax Forms for management within strict deadlines. Good Mathematical, Analytical and Statistical knowledge to ensure error-free calculations.
- Fast learner with proven adaptability to new technologies and applications. Strong work ethic and ability to work independently and as part of a team. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines. Effective communication skills, both written and verbal (Bilingual Proficiency).

## PROFESSIONAL EXPERIENCE

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<b>Bookkeeper</b> – Travel Company Ed's Tourist, Los Angeles, CA	May 2015 – Apr 2023
<b>Accounting Assistant</b> - Klose & Klose Chartered Accountants, Los Angeles, CA	May 2013 – Aug 2016
<b>Accountant</b> – LLC Plant Steel Tare "STALTA", Cheboksary, Russia	Dec 2006 – Oct 2009

## EDUCATION

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<b>Associate of Applied Science in Accounting</b> Los Angeles ORT College - Los Angeles Campus, California	Jan 2012 – Feb 2013
<b>Bachelor of Science in Economics with concentrations in Accounting and Auditing</b> Chuvash State University, Cheboksary Russia	Sep 1994 – Jun 1999

## CERTIFICATIONS

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<b>Certified Bookkeeper (CB)</b> - American Institute of Professional Bookkeepers	Jun 2021 to Present
<b>QuickBooks Online Advanced Certified ProAdvisor</b> – Intuit QuickBooks	Aug 2021 to Present
<b>QuickBooks Online Certified ProAdvisor Payroll</b> – Intuit QuickBooks	May 2022 to Present
<b>ESL College Preparation Intensive English Program</b> - Evans Community Adult School, LA	Dec 2010 – Dec 2012

## COMPUTER and TECHNICAL SKILLS

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Proven computer and technical skills with knowledge and experience in accounting applications, including:

- Microsoft Office (Word, Excel, Outlook), Spreadsheets, Google Docs/Sheets, Adobe Reader, Windows, Mac OS
- QuickBooks, SAGE Accounting, CFS Tax Tools (Taxtools and Payroll)
- Data Entry, Filing, Scanning, Copying, Assembling files, Internet research

## LANGUAGES

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**Russian:** Native or Bilingual Proficiency  
**English:** Professional Working Proficiency

**Authorized to work in the USA for any employer. References available upon request.**