KARLY FREEMAN

QUICKBOOKS ONLINE CERTIFIED PRO-ADVISOR | BOOKKEEPER | FINANCIAL OPERATIONS

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PROFESSIONAL SUMMARY

QuickBooks-certified bookkeeping and financial operations professional with 6+ years of experience supporting small-business and multi-location operations. Hands-on ability in QuickBooks Online and Enterprise, bank and credit card reconciliations, accounts payable and receivable, payroll, sales tax support, month-end reporting, budgeting, vendor management, and financial analysis. QuickBooks Online Certified ProAdvisor and Intuit Academy Bookkeeping Professional Certificate holder with a BBA in Business Administration & Finance and an MBA in progress.
Known for accuracy, ownership, discretion, and turning complex financial workflows into organized, reliable processes.

BOOKKEEPING & ACCOUNTING SKILLS

QuickBooks Online & Enterprise • Bank & Credit Card Reconciliations • Accounts Payable • Accounts Receivable • General Ledger Support
• Journal Entries • Month-End Close Support • Financial Statements & Reporting • Payroll • Sales Tax Support • Expense Categorization • Budgeting • Cash Flow & Profitability Analysis • Vendor Management • Excel & Google Sheets

PROFESSIONAL EXPERIENCE

Business Operations Manager | Practice Manager | Elite Med Spa & Cosmetic Surgery Center **2022 - 2026**

- Managed day-to-day bookkeeping and financial administration across a multi-location operation, including A/P, A/R, payroll, budgeting, purchasing, inventory, vendor payments, and financial record-keeping.
- Used QuickBooks and supporting financial systems to maintain organized transaction records, monitor expenses, support reconciliations, and provide exact financial information to leadership.
- Prepared financial summaries, reports, business analyses, and supporting documentation used for budgeting, profitability review, and management decision-making.
- Tracked receivables, payments, vendor obligations, purchasing activity, and operational expenses; investigated discrepancies and supported timely follow-up.
- Coordinated payroll, sales-tax-related workflows, vendor documentation, and recurring financial deadlines while keeping confidential business records.
- Built standardized tracking tools and procedures that improved accuracy, accountability, and consistency across finance, billing, payroll, inventory, and administrative workflows.

Remote Care Management Specialist | Phamily / Jaan Health **2021 - 2022**

- Managed high-volume remote workflows, detailed records, reporting, and follow-up across distributed teams while maintaining accuracy, confidentiality, and deadlines.
- Analyzed workflow and reporting data to identify process improvements and independently prioritized time-sensitive work in a fully remote environment.

Documentation Specialist | LDMTS Texas **2020 - 2021**

- Produced and reviewed detailed records under strict quality and turnaround standards, ensuring accuracy, completeness, confidentiality, and compliance.
- Resolved documentation discrepancies with physicians and healthcare professionals and supported organized records for time-sensitive work.

Medical Assistant | Administrative Support | Diagnostic Group / Plastic Surgery **2019 - 2020**

- Supported scheduling, documentation, inventory, purchasing, patient coordination, and day-to-day administrative operations in a fast-paced practice environment.

EDUCATION & CERTIFICATIONS

Master of Business Administration (MBA), Business Administration & Accounting: Capella University | Expected Dec 2026

Bachelor of Business in Science (BBS), & Accounting: Capella University | Graduated Jul 2026

QuickBooks Online Certified ProAdvisor: Intuit QuickBooks

Intuit Academy Bookkeeping Professional Certificate: Intuit / Coursera

Additional Certifications: Certified Associate in Project Management (CAPM) • Microsoft Office Specialist (MOS) • Certified Medical Assistant (CMA)

TECHNICAL SKILLS

QuickBooks Online • QuickBooks Enterprise • Microsoft Excel • Microsoft 365 • Google Sheets & Workspace • Paychex • DocuSign • Adobe Acrobat • Slack • Zoom • Asana • Notion • CRM Platforms • Financial Reporting • Business Analytics • AI-Assisted Productivity Tools