

KYLA LANIER

BOOKKEEPING PROFESSIONAL

EXPERIENCE

BILLING SPECIALIST (TEMP) Aston Carter (Schindler Elevator Company)

2021 - Present

- Generated and organized invoices with steady accuracy, keeping records clear and up to date.
- Solved billing problems quickly, reducing errors and keeping financial records clean.
- Handled client questions with care, improving trust and helping payments stay on track.

ACCOUNTS PAYABLE COORDINATOR Toledo Zoo

2013 - 2020

- Matched large volumes of invoices to purchase orders with steady accuracy, keeping all records clear and reliable.
- Managed bi-weekly vendor payments with smooth timing and clear communication to support strong working relationships.
- Supported month-end work by checking balances and keeping financial information organized and dependable.

EDUCATION

2011 - 2013

HERZING UNIVERSITY ONLINE, MADISON, WI
Bachelor of Science, Accounting

CONTACT

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 Toledo, OH., 43607

SUMMARY

I'm passionate about keeping finances clear, simple, and accurate. I use tools that save time and reduce errors, and I enjoy working with clients to help them understand their numbers so they can make confident decisions.

SKILLS

- Full-Cycle Bookkeeping Expertise
- QuickBooks ProAdvisor (Online) Certified
- Financial Reporting & Strategy
- Internal Controls & Data Integrity