

LAUREN CRANE

231-357-0547 •

Houston, TX •

laurenmcrane11@gmail.com

EXPERIENCE

Full Charge Bookkeeper

December 2018-Present

Zahir Noormohamed CPA, PC | Midland, TX

- Monthly bank reconciliation of approximately one hundred companies
- General ledger accounting
- Supervise bookkeeping for firm, making monthly and year end closing entries, including A/P, A/R, Revenue, and over/underbilling
- Monthly sales tax preparation and filing
- Preparation of personal tax returns (form 1040)
- Quickbooks Certified, and highly proficient in both Quickbooks Online and Quickbooks Desktop
- Preparation of financial statements, lead schedules and tax plans
- Adherence to GAAP
- Familiar with Lacerte Tax Software

Bookkeeper

November 2019- Present

Financially Sane Services, LLC | Remote

- Non-profit accounting
- Classification of income and expenses
- Work in Google Sheets and Microsoft Excel
- Assisting CEO with guiding organization towards its client's goals

Manager

May 2018-November 2018

Grub Burger Bar | Midland, TX

- Day to day managing of staff of over thirty employees
- Balance service with costs to ensure profitability
- Purchasing/inventory management
- Monitoring quality standards, including food preparation and sanitation
- Hired, trained and mentored staff members to promote a team environment
- Assembled monies at day end, maintained cash supply

Manager

October 2017- October 2018

Blue Tractor Barbeque | Traverse City, MI

- Day to day managing staff of over fifty employees
- Retail manager, including ordering gear and implementing marketing strategies
- Responsible for security and safety of all employees and guests
- Motivated staff members with meetings and training
- Ensuring highest quality standards with all aspects of business

EDUCATION

Northwestern Michigan College

December 2014

Associate Degree in General Studies

Midland College

January 2020-Present

Bachelor of Science in Accounting

Member of The American Institute of Professional Bookkeepers (AIPB)