

Certified (Full-charge) Bookkeeper offering 9.8 years employment with a Certified Public Accounting firm.

- ❖ Professional with practical experience in multiple industry full-cycle bookkeeping, office administration, and processing.
- ❖ Human resources point of contact for employee records and organizer of the employer's insurance policies.
- ❖ Collections lead in decreasing the amount of bad debt from non-payment billings by implementing a new collections procedure.

Professional Experience

Certified Bookkeeper

Bumgardner, Morrison & Company LLP

December 2012 – Present

- ❖ Responsible for 45 accounts in various aspects of bookkeeping.
- ❖ Record bank and investment transactions; Account reconciliations; Asset tracking and depreciation schedules; Preparation of financial statements; Sales tax reporting; Accounts payable; Accounts receivable; Payroll and vendor check writing services; Payroll tax forms; Preparation of Forms W-2 and 1099; E-filing tax returns.
- ❖ Manage employee records, new employee initial onboarding, and enrollment and access to health and life insurance benefits; Manage and renew firm's professional liability insurance policies; Prepare client invoices, record payments, and collections.
- ❖ Average 23% per month return in recoupment of past due invoicing over a period of 20 months.
- ❖ Proficient in Thomson Reuters Accounting CS, CCH Axcess, ImagineTime Practice Management, Intuit Lacerte Tax, MS Office.
- ❖ Competent in QuickBooks and QuickBooks Online.

Certification and Education

American Institute of Professional Bookkeepers (aipb.com)

- ❖ Certified Bookkeeper certification October 2019. Professional membership since 2013.
- ❖ Must earn 60 CPEC hours every 3 years to maintain certification.

Victoria College, Victoria TX

- ❖ Accounting I and Accounting II Certificates

Texas A&M University, College Station TX

- ❖ Bachelor of Science, Animal Science

Texas A&M University Aggie Moms Club, Victoria TX

- ❖ President 2017-2019