

Madison Vollrath

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Professional Summary

Detail-oriented Bookkeeper and Administrative Assistant with experience in data entry, invoice processing, vendor communication, and office operations. Proficient in QuickBooks, data entry, and managing multiple priorities in fast-paced environments. Seeking a role where I can contribute strong organizational and financial support skills.

EXPERIENCE

Midtown Tire, Kennesaw, GA — Accounts Payable Assistant / Administrative Support / Receptionist

NOVEMBER 2024 - APRIL 2026

- Bookkeeping; Quickbooks data entry, invoice processing, bank deposit prep
- Office management; organized financial records and office systems
- Administrative support; appointment scheduling and calendar maintenance, assisted with daily office operations
- Client relations; high volume phone communication
- Vendor relations; communication regarding billing, invoices and payments

Publix, Acworth, GA — Bakery Apprentice

April 2024 - November 2024

- Customer Service; order placements, answering customer questions in fast-paced environment
- Food Preparation; prepared, baked, and packaged bakery items
- Teamwork; maintained clean and organized work area, supported team members

Freelance/Beanie's Balloons, Kennesaw, GA — Business Owner

January 2023 - October 2025

- Bookkeeping; managed accounts payable and account receivable
- Client relations; maintained strong customer relationships through communication and service at events and through on-line channels
- Event planning and coordination; scheduling, budgeting, and logistics
- Social media management; created content and managed social media communication to attract and retain clients

Amazon/SMJ Goods, Holly Springs, GA — Amazon Operations Support

January 2023 - October 2023

- Bookkeeping; data entry, inventory management
- Dropshipping; Product procurement and purchasing, vendor discovery, order packing and shipping, quality control
- Customer relations; communicated with customers regarding order status, product listings and product availability

SKILLS

Bookkeeping, Accounts Payable Processing, Data Entry & Record Management, Customer Service, Client Relations, Calendar Management, Event Coordination, Organization & File Management, Problem Solving & Adaptability, Microsoft Office / Google Workspace, Time Management, Multitasking

EDUCATION

Kell High School, Marietta, GA — High School Diploma

August 2016 - May 2020

CERTIFICATIONS

Coursera — Intuit Academy Bookkeeping

July 25, 2026

Course certificates:
Bookkeeping basics; Tracking assets and sales; Tracking expenses, liabilities, and equity; Reconciling accounts and examining financial statements

