

# Nicole Brown

## Business Owner / Senior Bookkeeper

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### Qualifications Summary

Skilled Bookkeeper with knowledge of accounting practices and principles with excellent administrative support experience. Efficiently and effectively recording income and expenses for small businesses and individuals for over 5 years. Fervent and driven bookkeeper with expertise in organizing “messy books” and setting up accounting systems for small businesses and individuals.

### Skills:

Accounts payable  
Accounts receivable  
Bank reconciliation  
Cash Flow Management  
Financial Planning

Budgeting  
Office Assistance  
Customer Care  
Desktop and Cloud Software  
Microsoft and Apple systems

Detailed - Oriented  
Problem-Solving  
Organized  
Reliable  
Self-motivation

Professional  
Resourceful  
Collabotation  
Decision-making  
Time- management

### Experience Highlights

- Desktop and Cloud Applications: Quickbooks desktop and Online, Excel, Google Sheets, Wave Accounting, Accounts App, Quicken
- Business Bookkeeping: Enter invoices and bills, pay bills, write checks, reconcile bank and credit card statements, manage cash position, manage accounting system, generate financial reports, tax assistance, bank deposits
- Personal bookkeeping: pay bills, balancing a checkbook, organize receipts, financial goal setting, budgeting, tax planning
- Administrative support: managing customer calls, managing contact list, calendar management, organizing files, data entry, creating basic reports

- Notary Public: perform general notarial acts, member of the Pennsylvania Association of Notaries

## **Employment History**

Notary Public, NLC Bookkeeping  
Bristol, PA  
11/2020 - Present

Founder & Senior Bookkeeper, NLC Bookkeeping  
Bristol, PA  
9/2019 - Present

Business Bookkeeper, Sun Blossom Entertainment Inc.  
Doylestown, PA  
10/2018 - Present

Personal Bookkeeper, Private Client  
Richmond, VA  
2/2017 - Present

Business Bookkeeper, On Demand Programs and Events  
Newtown, PA  
11/2016 - Present

Kitchen Coordinator, Grace Point Church  
Newtown, PA  
7/2012 - 06/2015

Avon Independent Sales Representative  
Bristol, PA  
6/2008 - 3/2013

Income Tax Assistant, Cramer Community Development Corporation  
Camden, NJ  
2/2011 - 4/2011

## **Education**

South University Online, Savannah, GA  
Bachelors in Business Administration  
May 2014

Kingsborough Community College, Brooklyn, NY  
Associate in Early Childhood Education  
August 1997

***Member of the American Institute of Professional Bookkeepers***