**Paul G. Weiss**

**Virtual Freelance Bookkeeper**

**Washington, DC 20003 | (202) 280-4755 |** [**pgw419@gmail.com**](mailto:pgw419@gmail.com) **|** [**linkedin.com/in/paulbook**](http://www.linkedin.com/in/paulbook)

**Summary & Key Skills**

Multi-faceted, self-starting, and diligent **virtual freelance bookkeeper** with extensive complement experience in legal assistant, legal research, and retail service sector with a current pursuit of a **Master of Accountancy** degree and a **QuickBooks Online Pro Advisor Certificate**. Bringing an in-depth knowledge of QuickBooks and adept at maintaining day-to-day incoming/outgoing financials across our various platforms. It also includes all internal and external transactions, administrative tasks, quarterly and annual preparations, and managing and recording all day-to-day dealings of the business. Excellent organizational, communication, multi-tasking, and self-motivation skills to provide outstanding productivity while working remotely. Strong ability to work independently and foster collaborative relationships, and function effectively in a team with a “can-do” attitude.

General Business Acumen | Account Reconciliation | Accounts Receivable & Accounts Payable | Detail Oriented

US GAAP | Excellent Written & Verbal Communication | Growth Mindset | Technology Savvy | Self-Initiating

Analytical | Bookkeeping | Customer Service | General Ledger Transactions | Journal Entries | Quick Learner

Standards of Accounting | Accruals & Prepaid | Invoicing | Collaborative | Logical Problem Solving | Highly Organized

**Education & Certifications**

**Master of Accountancy** – Saint Joseph’s College of Maine, Standish, ME (pursuit) – Remote, Online Studies

Expected graduation date: June 2024  
GPA: 3.75

Relevant Accounting Coursework:

* Financial Accounting
* Macroeconomics
* Management Accounting
* Federal Income Taxes
* Intermediate Accounting I
* Business Finance

**Bachelor of Arts | History** – New England College, Henniker, NH

**Business Administration Certification** – Georgetown University, School of Continuing Studies, Washington, DC

**QuickBooks Online Pro Advisor Certificate** (pursuit – Sept 2021)

**American Institute of Professional Bookkeepers Certified Bookkeeper** (currently studying)

**Memberships**

**American Institute of Professional Bookkeepers (Member)  
Institute of Management Accountants (Member)**

**Professional Experience**

**Dog Walker and Cat Sitter – Flexible, Remote Work 06/2012 – Present**

**Saving Grace Pet Services, Washington, DC**

* Provide consultations to new clients; explain service agreement, care procedure, and assessment of pet.
* Deliver quality communication, customer support, and product representation for each client.
* Consistently receive outstanding reviews from clients for exceptional service and performance.

**Retail Associate and Visual Merchandiser 06/2010 – 10/2015**

**The Container Store, Washington, DC**

* Itemized and totaled customer merchandise at the checkout counter, assisting customers and resolving issues.
* Worked collaboratively in a team environment and maintained a high level of display and visual merchandising.

**Previous Professional Highlights**

**Law Library Technician**

**Keller and Heckman LLP, Washington, DC**

* Provided reference services including individual resource instruction (legal publications, proprietary databases, and internet resources), ready reference, and in-depth legal research projects.
* Assisted patrons with conducting research with resources such as Westlaw, Lexis-Nexis, and Public Access Court Electronic Record.
* Facilitated interlibrary loan requests via library catalogs, union lists, university libraries, document delivery sources, and the internet. Participated in collection development, new acquisitions, and serial check-in and routing.

**Technical Skills**

**Accounting Tools:** QuickBooks, Xero, FreshBooks, Zoho

**Office & Document Tools:** Microsoft Office (Word, Excel, PowerPoint), Microsoft 365, Google Suite (Docs, Sheets, Slides)

**Collaboration Tools:** Google Drive, Zoom, Skype