**EXECUTIVE SUMMARY**

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| --- |
| Seasoned business, legal, and services professional applying for bookkeeping projects. Adept multitasker with strong abilities to address a high volume of simultaneous customer concerns with accuracy and professionalism. Able to function well independently or as part of a professional accounting team. |

**CORE COMPETENCIES**

|  |  |
| --- | --- |
| > Account Receivables Invoicing | > Bank and Credit Card Reconciliation |
| > Capable of paying attention to details to organize records | > Critical thinking, problem-solving, and determination |
| > Experience in managing cash | > Proficiency in maintaining general ledgers by preparing trial balances and reconciling entries |
| > Proficiency in Microsoft Excel, Microsoft Word and Google Sheets | > Proficiency in Quickbooks and VPN |
| > Strong attention to detail and desire for feedback | > Strong customer service skills - ability to interact with customers through video and audio tools |
| > Strong interpersonal and communication skills | > Sound knowledge of generally accepted accounting principles (GAAP) & bookkeeping principles |

**EDUCATION & AFFLIATION**

|  |  |
| --- | --- |
| Webmaster Certification, George Mason University | 2006 |
| Business Administration Certification, Georgetown University | 2005 |
| Paralegal Certification, Adelphi University | 1994 |
| Bachelor of Arts in History, New England College | 1992 |
|  |  |
| American Institute of Professional Bookkeepers  *Studying – Certified Bookkeepers Examination* | 05/2020 |

**WORK EXPERIENCE**

**Saving Grace Pet Care,** Washington, DC 06/2012 - Present

*Dog Walker & Pet Sitter & Field Trainer*

* Provided pet care including leashed dogs walks
* Ensured dogs are given requisite amount exercise and playtime.
* Provided in-house pet care including cat care.
* Gave consultations with new clients; explained service agreement;   
  care procedure and assessment of pet.
* Provided field training for new hires.

**The Container Store,** Washington, DC 04/2010 – 10/2015

*Part Time - Visual Merchandiser*

* Describe merchandise and explain use, operation, and care of   
  merchandise to customers.
* Recommend, select, and help locate or obtain merchandise based   
  on customer needs and desires.
* Itemized and total customer merchandise selection at checkout counter,   
  using cash register, and accepted cash or charged card for purchases.
* Transported packages to customers' vehicles.
* Implementing window and displays to company guidelines and standards

**Mariner Sailing School**, Alexandria, VA 06/2010 – 10/2010

*Sailing Instructor*

* Instructed theoretical and practical skills of sailing
* Instructed adults and children to sail Flying Scot on Potomac River

**Owl Notary Services,** Washington, DC 04/2009 – 12/2010

*Notary Public Signing Agent / Owner*

* Started my own business as a notary signing agent
* Responsible for notarizing loan documents for mortgage closing
* Certified Notary Signing Agent certificate awarded by the National Notary   
  Association ([http://www.nationalnotary.org](http://www.nationalnotary.org/)) (2009)
* Provide complete professional notary services including Oaths, Affirmations, Acknowledgements, and Affidavits Jurat
* Successfully completed loan signings for lenders, title/escrow companies, and signing services

**Keller and Heckman, LLP,** Washington, DC 8/1996 – 3/2009

*Library Technician*

* Provided reference services that included individual instruction in the use of resources (legal publications, proprietary databases, and Internet resources), ready reference, and in-depth legal research projects
* Assisted patrons with conducting Internet searches and using other online information services, such as Westlaw, Lexis-Nexis, and Public Access Court Electronic Record
* Developed and maintained a library catalog searchable database
* Aided with collection development and new acquisitions
* Facilitated interlibrary loan requests via library catalogs, union lists, university libraries, document delivery sources, and the Internet
* Assisted with new acquisitions and serial check-in and routing

*Litigation Paralegal*

* Developed and maintained litigation database for case information management
* Performed general litigation support, legal research, and preparation for trial or settlement
* Reviewed and assessed depositions and organized and monitored clients’ files during discovery and trial phases of legal cases