

# Rawan Tuhaimeh

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## SUMMARY

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Detail-oriented and highly organized professional with bookkeeping training, a Bookkeeping Certificate, and successful completion of the national Certified Bookkeeper examination series through the American Institute of Professional Bookkeepers (AIPB). Skilled in QuickBooks Online, accounts payable, accounts receivable, bank reconciliations, payroll fundamentals, Microsoft Excel, and financial recordkeeping. Strong administrative, communication, and organizational abilities with experience supporting operations, maintaining accurate records, and managing multiple priorities. Seeking an entry-level Bookkeeper, Accounting Assistant, Accounts Receivable, Property Accounting, or Administrative Accounting position.

## EDUCATION

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### University of Colorado Denver

*Master of Arts, English Studies, GPA: 3.85*

### University of Jordan

*Bachelor of Science, English Literature, GPA: 3.91*

## EXPERIENCE

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### Teaching Assistant

2022

*University of Colorado Denver*

- Coordinated classroom administration and scheduling activities
- Maintained accurate records and documentation
- Assisted with grading, organization, and student communication
- Managed multiple deadlines while maintaining attention to detail
- Demonstrated strong organizational and administrative skills

### Publishing Support Manager

2012 – 2015

*Elsevier Middle East*

*Amman, Jordan*

- Managed multiple projects, workflows, and operational processes simultaneously
- Coordinated invoicing processes and customer communications
- Maintained detailed records and operational documentation
- Analyzed reports and workflow data to improve operational efficiency
- Collaborated with cross-functional teams to support business operations
- Resolved customer concerns and maintained professional relationships
- Assisted with compliance and process documentation

## TECHNICAL SKILLS

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QuickBooks Online (Intuit)

Accounts Payable (AP)

Accounts Receivable (AR)

Bank Reconciliations

Payroll Fundamentals

Financial Recordkeeping

Microsoft Excel

Google Sheets

Microsoft Office Suite  
Data Entry & Documentation  
Administrative Support  
Client Communication  
Organization & Time Management

## **CERTIFICATIONS**

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Passed National Certified Bookkeeper (CB) Examinations – American Institute of Professional Bookkeepers (AIPB)  
Bookkeeping Certificate  
Colorado Real Estate Broker License (#FA100079166)

## **BOOKKEEPING & ACCOUNTING TRAINING**

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Completed bookkeeping coursework and hands-on accounting training using QuickBooks Online Recorded and categorized financial transactions Performed bank reconciliations and account balancing procedures Applied accounts payable and accounts receivable processes Studied payroll accounting, payroll taxes, and payroll reporting Prepared financial reports and maintained accurate bookkeeping records Utilized Microsoft Excel and Google Sheets for financial analysis and reporting Studied adjusting entries, accounting error corrections, inventory accounting, depreciation, internal controls, and fraud prevention

## **ADDITIONAL INFORMATION**

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Fluent in Arabic Proficient in French Strong attention to detail and accuracy Interested in bookkeeping, accounting, commercial real estate, and property accounting