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|  | Shelby CoppockIndependent Bookkeeper |  |
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| Contact4315 Commerce Dr Ste 440-130Lafayette, IN 47905(765) 838-1138handnhandbookkeeping@outlook.com | ObjectiveMotivated & driven accounting graduate with proven organizational & leadership skills seeking clients requiring my bookkeeping skills & creative problem-solving to lighten their load and enable them to spend more time on the aspects of business they enjoy. |
| Education**Butte Community College**Oroville, CA 95965**Associates of Business Administration (ABA)** Accounting Major**Vice President of the Accounting Club****QuickBooks ProAdvisor** SkillsBank ReconciliationsTax AssistancePayroll ManagementGeneral Ledger MaintenanceOrganizational ExcellenceAttention to DetailBudgeting & Financial PlanningProblem SolvingReferencesAvailable upon request | Experience**Independent Bookkeeper**It Still Runs Consulting – Anderson, CASeptember 2019 – Current- Accounting: corrected Accounts Receivable errors made by the previous bookkeeper, invoiced tenants/customers on behalf of my clients, and ultimately recovered over $20,000 of lost revenue- Data Entry: input financial data for multiple clients including construction & property management companies- Communication: worked as a team with their employees to gather information and perform my duties- Filing Documents: filed rental agreements and copies of checks received with the appropriate tenants/clients**Acting Lead/Teacher Assistant**Bauer Family Resources – Lafayette, INOctober 2018-May 2019- Teaching: planned and directed the class lessons and activities daily- Communication: effectively and respectfully communicated with students’ parents regarding homework, lessons, and daily progress- Data Entry: tracked individual student progress toward meeting program objectives for their age- Filing Documents: filed various documents in students’ binders and ensured their paperwork was kept current**Student Assistant**Butte College Accounting Office for Auxiliary Services – Oroville, CAAugust 2017-May 2018- Bank Deposits: counted money bags, pulled out the money for the deposit, and wrote up deposit slips- Data Entry: entered data into a register reconciliation spreadsheet to ensure the bookstore and dining services balanced day by day, entered rental contract information into Datatel and accessed individual invoices on QuickBooks- Office duties: scanned documents and sent them to the business office, answered phone calls, and took notes for my supervisor |