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|  | Shelby Coppock  Independent Bookkeeper | | |  |
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| Contact 4315 Commerce Dr Ste 440-130  Lafayette, IN 47905  (765) 838-1138  handnhandbookkeeping@outlook.com | | Objective Motivated & 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**   Skills Bank Reconciliations  Tax Assistance  Payroll Management  General Ledger Maintenance  Organizational Excellence  Attention to Detail  Budgeting & Financial Planning  Problem Solving References Available upon request | | Experience **Independent Bookkeeper**  It Still Runs Consulting – Anderson, CA  September 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, IN  October 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, CA  August 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 | | |