



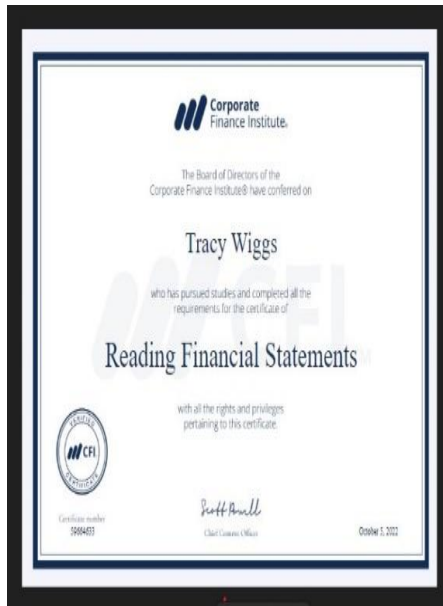
Scored 100% on Exam



Scored 97% on Exam



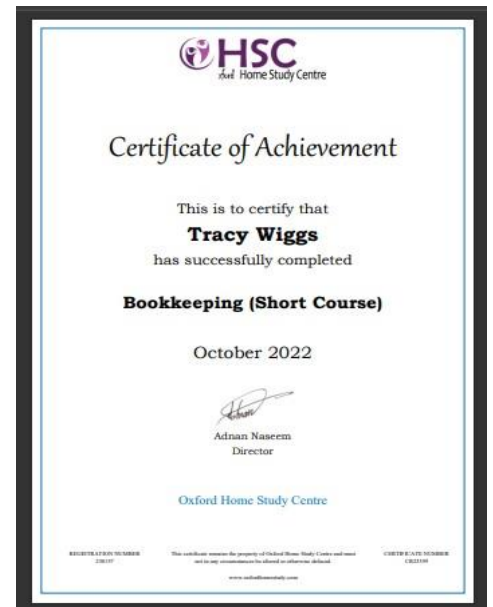
Scored 98% on Exam



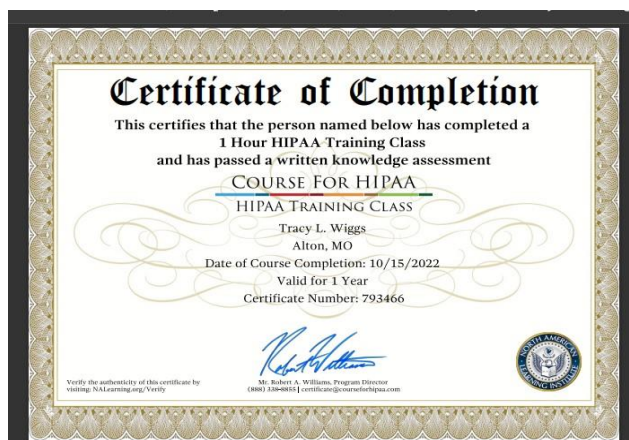
Scored 100% on Exam



Averaged 96% on 5 part Exam



Scored 100% on Exam



Scored 100% on Exam



Scored 100% on Exam

TRACY L. WIGGS

- H: 417-778-6068
- C: 417-204-3000

Dear Hiring Authority,

Being a highly efficient & accurate bookkeeper, I'll consistently keep your books up-to-date, providing you with Timely, Relevant & Reliable financial information/reports, enabling you to make educated, informed decisions to increase the company's cash flow & overall profits.

I'm a member of the **AIPB & NACPB**. I earned a **Diploma in Bookkeeping & Payroll** & I hold **Certifications** from **Intuit, NACPB, Oxford HSC, Corporate Finance Institute, North American Learning Institute & Alison** (See attached Certification page). In addition to my **QBO ProAdvisor status**, I have **20-years-experience in QB Desktop** (multiple companies simultaneously). **I scored in the top 5% of 489,000 who had taken the LinkedIn online QuickBooks assessment!**

Additionally, I'm a **Licensed Life Insurance Agent** (multiple states), w/a **Certificate** in **Anti-Money Laundering**.

Having more than 25-years Bookkeeping experience (manual & digital) gives me a thorough & complete understanding of ALL THINGS bookkeeping. My manual experience enables me to fully comprehend what happens "behind the scenes" in QuickBooks, enabling me to investigate & resolve discrepancies quickly & easily.

I'm an accomplished & dedicated professional with a diverse skill set & proven record of success. I'm well-prepared to meet & exceed your expectations. My experience / qualifications make me the perfect fit for this role. I'm confident I will quickly prove myself as a vital member of your team. I'm available to work remotely in ALL USA times zones.

Equipped w/highly transferable experience, I will hit the ground running w/your organization. I know how to navigate business challenges, overcome obstacles & deliver results in key areas, all while maintaining confidentiality with sensitive information.

I'm extremely efficient & driven to meet goals / deadlines, as well as being OCD about accuracy, detail, consistency & the quality of my work.

I'm excited to bring my experience, from all areas/roles (both as an employer & an employee of others), to my successful "forever" career endeavor with your company. Given the opportunity, I will leverage my extensive background to drive the achievement of your ambitious business goals. When assigned a task, I'm like a dog on a bone!!

Please consider the following highlights of my qualifications:

- An "eagle-eye" proofreader, exhibiting impeccable spelling, grammar & communication skills (both oral & written).
- Positive, empathetic, Customer/Employee-Centric individual w/ability to assess each person's unique needs & requirements, to nurture "value-adding", enduring, relationships on all levels.
- Talent to effectively deliver presentations with authority (one-on-one, or before a large group).
- Consultative & insight-based client skills.
- Possess superior collaboration & interpersonal skills, with a knack for nurturing value-adding relationships across all levels.
- Extremely effective at prioritizing, I display OCD organizational, follow-through & research abilities.
- Strategic, analytical, critical & logical thinker, w/inductive reasoning skills to carry out tasks. A creative "outside-the-box" problem solver.
- Accel at streamlining & improving workflows, thereby improving productivity while reducing expenses.
- Trustworthy & skilled w/managing confidential information. Driven to consistently achieve top-notch accuracy.
- Display consistently strong work ethics & distinguished abilities to thrive in a remote work environment, w/little or no supervision.

With a tested IQ of 165 & a photographic memory, I learn & retain new things quickly & w/ease. I believe all skills can be learned. Integrity, positive attitude & unquestionable character cannot. Therefore, I am willing & eager to quickly learn whatever you may require.

In me, you will gain a diligent & focused professional, with a relentless drive to achieve the goals set before me. As such, I believe I will be a great addition to your team. Therefore, I welcome the opportunity to speak with you directly.

I sincerely thank you for your consideration.

TRACY L. WIGGS

Attachment: Resume'

TRACY L. WIGGS

• H: 417-778-6068

tlw3500@gmail.com

• C: 417-204-3000

As a dynamic, performance-driven finance professional, with a strong educational and work background, I exhibit demonstrated ability to create efficient work-flows, thereby increasing productivity, which in turn increases profitability. I have a wealth of experience handling sensitive and confidential information from a remote environment.

Being a highly efficient & accurate bookkeeper, I'll consistently keep your books up-to-date, providing you with Timely, Relevant & Reliable financial information/reports, enabling you to make educated, informed decisions to increase the company's cash flow & overall profits.

I'm a member of the AIPB & NACPB. I earned a **Diploma in Bookkeeping & Payroll** & I hold **Certifications** from Intuit, NACPB, Oxford HSC, Corporate Finance Institute, North American Learning Institute & Alison (See attached Certification page). In addition to my **QBO ProAdvisor status**, I have 20-years-experience in QB Desktop (multiple companies simultaneously). **I scored in the top 5% of 489,000 people who had taken the LinkedIn online QB assessment!** I am also a Licensed Life Insurance Agent (in multiple states) and hold **Certificates in Anti-Money Laundering** (through American Amicable).

SUMMARY OF COLLECTIVE EXPERIENCE:

Key Strengths: Team Player - Solid Work Ethic - Multi-Tasker - Detail and Result Oriented - Highly Organized - Strategic, analytical, critical and logical thinker, with inductive reasoning skills to carry out tasks, resulting in being a creative "outside-the-box" problem solver.

Bookkeeping / Credit / Collections: Cash, Accrual, Cost, Double Entry, T Accounts, PP&E, Full-Cycle Bookkeeping - A/P - A/R – Billing/Invoicing - Report Generation - Payroll – Bank & Credit Reconciliations – Journal Entries – Some Auditing - Support to CPA – GAAP & FDCPA knowledge - D2C, 3rd party, & B2B Credit & Collections – B2B Revenue Based Funding – Inventory - 1099/W2/W9/I9/W4 -Tax Knowledge & More

Software & Device Experience: Saas - QuickBooks Online & Desktop – Lightning Fast 10 Key Skills - Apache Open Office Writer & Calc - Microsoft Teams, Word, Excel, Outlook, One Note - Various CRM, OSS software – Website Builders - PDF fill-able form builders (SignNow) - DocuSign – Slack - iSolve – Cloud Storage - Zoom – Copiers – Printers – Scanners – Faxes – Phone Systems - Some Google Suite/Workspace & Adobe. (Ability to learn new programs quickly & easily).

Contract Management / Customer/Client, Employee & Vendor Relations / Communication and Collaboration: Expert on-boarder - Manage large volume of various types of contracts (vendors, clients, contractors, real estate, etc.) - Customer-Focused Leader - Good Listener - Strong Negotiator - Conflict Resolver - Researcher – Effective Time Manager - Interpersonal Skills - Call Center Experience – Superior Written & verbal Communication Skills

Scheduling Expert: Dispatched & scheduled service techs for a large pest control company serving 3 counties. Handled all aspects of sales / customer service while planning tailor-made getaways for travelers, which involved great attention to detail in order to avoid scheduling conflicts between multiple attractions.

HR assistant for large company with over 1000 employees: Managed employee benefits and insurance matters. Assisted in employee relations. Acted as arbiter / mediator in employee conflict resolution matters.

Stock Market Asset Allocation / Financial Analyst for Independent Brokerage Firm: Observed, Researched and Analyzed multiple mutual funds (simultaneously), to detect signs of a "market switch" (from Bull to Bear & vice versa), then moved / re-allocated client funds accordingly, in an effort to prevent/reduce loss.

TRACY L. WIGGS

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PROFESSIONAL EXPERIENCE

WHF LLC – AGRICULTURAL
02/2017 to Present

Administrator / Bookkeeper / Contracts Manager & More

Responsibilities:

- Full-Cycle, Accrual Basis, PP&E Bookkeeping - A/P - A/R – Billing/Invoicing - Report Generation - Payroll – Bank & Credit Reconciliations – Journal Entries – Some Auditing - Support to CPA – GAAP & FDCPA knowledge - B2B Credit & Collections – Inventory - 1099/W2/W9/I9/W4 -Tax Knowledge & More
- Analyze Internal Processes, Recommend and Implement Procedural or Policy Changes to Improve Operations
- Prepare and review operational reports and schedules to ensure accuracy and efficiency
- Communicate with creditors & vendors to build relationships and expand our business network regularly
- Work closely with attorneys to ensure all legal and USDA guidelines are adhered to
- Prepare, administer and control budgets for contracts, equipment, supplies, etc.
- Oversee maintenance and repair of property, machinery, equipment, electrical and mechanical systems
- Manage contracts with vendors, contractors, customers, service providers, etc.
- Project Manager
- Hire, Terminate and Oversee contractors
- Process legal disclaimers/waivers
- Create, edit and negotiate contracts

HEALING STREAMS – Wellness Center
05/2016 - 05/2022

Practitioner / Bookkeeper

Served as a HIPAA compliant Integrative / Functional Medicine practitioner. Certified by Accredited schools and the California Board of Registered Nursing, in multiple areas of alternative medicine.

Responsibilities:

- Full-Cycle, Cash Basis Bookkeeping - A/P - A/R – Billing/Invoicing - Report Generation - Payroll – Bank & Credit Reconciliations – Journal Entries – Some Auditing - Support to CPA – GAAP & FDCPA knowledge - Inventory - 1099/W2/W9/I9/W4 -Tax Knowledge & More
- Scheduled, On-boarded, Counseled, Educated, Encouraged & Supported Clients (virtually & face-to-face), enabling them to Succeed in their journeys to better health & quality of life, through nutrition, supplements, proper exercise and more.

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CENTER STAGE PROPERTIES LLC / DRAMATIC DESIGNS LLC
01/2018 - 04/2020

Bookkeeper / Contracts Specialist

Construction, Real Estate Acquisitions, Renovations, Design

Responsibilities:

- Full-Cycle, Accrual Basis, Cost Accounting / Bookkeeping - A/P - A/R – Billing/Invoicing - Report Generation - Payroll
- Bank & Credit Reconciliations – Journal Entries – Some Auditing - Support to CPA – GAAP & FDCPA knowledge - Inventory
- 1099/W2/W9/I9/W4 -Tax Knowledge & More
- Created, edited and negotiated real estate contracts
- Researched and analyzed real estate market to source “quick-flip” properties, to attain satisfactory ROI
- Scheduled inspections (required or beneficial to the purchase)
- Re-negotiated contracts based on inspection results
- Worked directly with hard-money and conventional lenders to secure properties
- Overseer of all contractors and directly supervised each project
- Designed interior and exterior of sourced home
- Procurement of budget friendly, quality materials for each project
- Executed and supervised property punch-lists
- Inventory & Supplies Management

DEMILLE PRODUCTIONS
07/1998 - 05/2016

Administrator / Bookkeeper & More

Theatrical Entertainment

Responsibilities:

- Full-Cycle, Cash, Accrual, Double Entry, T Accounts Bookkeeping (for multiple companies simultaneously) - A/P - A/R – Billing/Invoicing - Report Generation - Payroll – Bank & Credit Reconciliations – Journal Entries – Some Auditing
- Support to CPA – GAAP & FDCPA knowledge - Inventory - 1099/W2/W9/I9/W4 -Tax Knowledge & More
- Contracts Specialist
- Vendor Relations
- Event Promoter & Coordinator
- Stage & Production Manager
- Credit & Collections (B2B)

EDUCATIONAL BACKGROUND

University of Missouri Columbia (Mizzou)

St. Louis Missouri Campus

Areas of Focused Study:

- Business Administration & Management - Accounting - Bookkeeping - Credit - Finance - Communications