

Ute Schwemmer

Full Charge Bookkeeper

- ❖ 917-940-3752
- ❖ uschwemmer@yahoo.com
- ❖ New York, NY 10033

Career Objective

Meticulous bookkeeper with 12+ years of experience with sole proprietors and small companies in the Fashion and Hospitality sector. Adept at structuring functional systems that improve the efficiency of organizations and optimize resource utilization. Capable of rapidly learning new challenges and assignments involving decision making, organization of data, and prioritizing responsibilities.

WORK EXPERIENCE

Frank & Al LLC Apparel Manufacturer Full Charge Bookkeeper 2021- present

Responsible for all bookkeeping & payroll aspects including year-end adjustments, year-end closings, bank reconciliation, providing financial reports and communicating with the Accountant. Set up company with an accounting system and e-commerce. Adept at management of external customer & vendor relationships.

Eric Taylor Dance Inc Freelance Bookkeeper 2023-present

Clean up books, streamlined charts of accounts, classify transactions , bank reconciliation

Sight-Sound-Visions Inc Apparel Manufacturer Manager / Bookkeeper 2008—2020

Successfully managed daily operation of manufacturing facility & sample room and created an efficient workflow for managing inventory, e-commerce site and order processing/ fulfillment. Responsible for timely AP/ AR processing, payroll and daily bookkeeping and financial reporting. Managed retail /wholesale customers & vendors relationships and was involved in set up & sales at biannual trade show. Build a costing formula in Excel for accurate pricing of goods.

Bufana Inc Restaurant Freelance Bookkeeper 2019-2020

Responsible for AP invoices and timely payments to vendors. Monthly bank reconciliation and sales tax filings. Audited Ledger and Journal entries for accuracy.

You Can Thrive.org Volunteer Bookkeeper 2019-present

Reconcile Bank accounts, Payroll Entries, Audit GL and correct entries, Provide Quarterly Financial Statements, Process Workman's Compensation audit.

SKILLS

Certified Pro Advisor for Quickbooks Online
Peachtree, Sage 50 accounting,
AP / AR, Payroll, PO, SO ,Invoices
Order processing & Shipping
E-commerce
Reconciliation, Year-end
Financial reporting
Sales Tax filing
Workman's Comp audit
Excel, Word, Dropbox, Google Sheets

EDUCATION

Wirtschafts Gymnasium
Ludwigsburg, Germany
Degree in Business and Finance
North Carolina School of the Arts
Modern Dance
Fashion Institute of Technology NYC
Pattern Making & Design