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# VICKI ARMSTRONG

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[www.va-bookkeeping.com](http://www.va-bookkeeping.com)

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## Summary

**Bookkeeper** with top-quality numerical and data analysis skills, software expertise, research and planning experience, data gathering and organizing prowess. Outstanding communication skills and also a good sense of humor! Meets all deadlines. Extremely detail-oriented and efficient, producing the highest level of accuracy. Exceptional reputation for being professional, reliable, timely, and dedicated. Proven to be an excellent team player and leader, yet a proficient independent worker. In summary, a great addition to any team and any project!

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## Skills

**Bookkeeping skills:** I have been bookkeeping since 1999, initially for Sefton Lodge Management Company (London, UK - volunteer), later keeping financial records for our own rental income property. In my current volunteer position with the Boy Scouts of America, I control and manage the budget and audit the books for our group of 50 families. In addition to my part-time assistant bookkeeping job, I am a Certified Quickbooks Online Proadvisor and member of the American Institute of Professional Bookkeepers. I recently launched my home-based bookkeeping business 'Vicki Armstrong Bookkeeping Solutions'.

**Data analysis and software skills:** My scientific background has trained me in the highest level of mathematical, analytical, problem-solving and reporting skills. I am proficient in many software applications including Excel, Quickbooks, Word, Powerpoint and Adobe Photoshop.

**Leadership Skills:** As a dedicated volunteer with the Boy Scouts of America, I manage and train other adult volunteers. The various positions I've held, including Camp Director, have also proven me to be an effective Event planner and coordinator. I completed the Advanced Leadership Skills ('Wood Badge') course in 2018.

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## Work experience

2018 - Present	Assistant Bookkeeper <i>Jessica Altmayer Bookkeeping</i> Duties include: <ul style="list-style-type: none"><li>• Data entry and bank statement reconciliation using QuickBooks desktop and QuickBooks online for several large clients</li><li>• Creation of Excel spreadsheets for clients to communicate other areas of business performance, in addition to financial statements</li><li>• Organizing and creating hardcopy filing systems to complement the computerized bookkeeping system</li></ul>
2005 - present	Career Sabbatical to raise family <ul style="list-style-type: none"><li>• Leadership volunteer role with the Boy Scouts of America: <i>Committee Chair, Outing Leader (hiking and camping), Camp Director, Merit Badge Counselor (Geocaching, Environmental Science and Horsemanship), and High Adventure Training team. Undertook many training courses including Wilderness First Aid, National Camp School, High Adventure (Backpacking, Desert Awareness), Powderhorn, Wood Badge Advanced Leadership course.</i></li><li>• Volunteer on the Elementary School PTA board</li><li>• Horse riding instructor, groom and horse trainer/exercise rider certified with the <i>American Riding Instructors Association</i> and <i>Association of British Riding Schools</i></li></ul>
2001 - 2005	Senior Scientist <i>Lumora Ltd/University of Cambridge, UK</i>
1998 - 2001	Research Scientist <i>Kings College London, UK</i>
1995 - 1998	Research Scientist <i>RJAH Orthopedic Hospital, Oswestry UK</i>

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## Education

2020	Career Diploma, Bookkeeping, <i>Ashworth College, USA</i>
1995 - 1999	Doctor of Philosophy (PhD), Cell Biology <i>University of Manchester, UK</i>
1992 - 1995	Bachelor of Science (BS), Biochemistry (1st class Honors) <i>University of Manchester Institute of Science and Technology, UK</i>

