

Fatima Tucker

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SUMMARY

Detail-oriented bookkeeping professional with 15+years' experience applying financial and managerial accounting practices.

HIGHLIGHTS:

- Project planning
 - Property Administration
 - Portfolio Assistant
 - Presentations
 - Marketing
 - Event Planning
 - Accounting/Bkkpng
 - Individual & Business Tax Returns
 - Government Billing
 - Tax Reporting
 - Attention to detail
 - Strong organizational skills
 - Leadership/
 - Communication skills
 - Employee training/development
 - Administrative Support
 - Spreadsheet Dvlpmnt
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EXPERIENCE:

General Accounting Skills: Operate computers programmed with accounting software to record, store, and analyze information. Collaborate with corporate accounting departments to ensure smooth work flow and efficient organization operations for large businesses. Experienced in accounts payable, accounts receivable, invoicing, collections, journaling, reconciliations, and general ledgers. Ability to accurately maintain accounts including cash, inventory, prepaid, fixed assets, banking, accrued expenses and line of credit transactions.

Management: Well equipped with ability to lead teams to achieve short-term and long-term goals. Managed 10+ individuals. Strong in delegating tasks. Ensure timely output of information for daily, monthly, quarterly, semi-annual and annual operations. Review general accounting entries and provide accurate reports for quarterly and year-end tax reporting. Preparation of any Contracts to Vendors and Clients for successful and continuous operations. Oversee projects and ensure that deadlines are met. Create Budgets and Yearly Projections. Implement changes in tasks by assessing strengths and challenges and then cross training to ensure a strong team and better work results.

Income Tax Preparation: Assess and prepare Individual and Business Income Taxes. Gather all information from prior year and year in preparation for better knowledge of tax status. Research and enter all information for taxes to be placed into professional software application. Copy and store all information for purposes of accurate filing and any unforeseen audits. Retrieve any and all signatures required for submission of prepared documents from authorized persons to ensure protection against any fraudulent intentions and unforeseen audits.

Marketing & Research: Investigate and analyze the supply and demand of the company services while researching the target market.

Organization: Organization is key to a functional office and is the main tool that I use to get companies on track. Set up well balanced and easy to use systems so that anyone can follow to keep the flow off the office successful.

Customer Service: Handle customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency. Maintain a pleasant tone and understanding of any situation to keep any and all situations at a professional level while continuing to aide in resolving all situations, large or small, that may arise.

POSITIONS:

JLM Financial Services, Self-Employed

Accounting Professional

2012-Present

Use QuickBooks Accounting Pro & QB Online

Type of Company Experience w/Bookkeeping, Consulting, General Acctg and/or Tax Preparation

- Trucking Freight/Bookkeeping
- Trucking Individual/Consulting /Bookkeeping/Taxes
- Catering No Inventory/Bookkeeping/Taxes
- Product Sales Direct Sales - No Inventory/Bookkeeping/Taxes
- Physical Training/
Clothing Sales Consulting/Business Setup/Inventory/Payroll/Reporting/Taxes
- Auto Detailing Bookkeeping/Taxes
- Interior Decorators Bookkeeping
- Construction Bookkeeping
- Computer Tech Consulting/Bookkeeping/Taxes
- Hair Stylist Consulting/Business Setup/Bookkeeping/Payroll/Reporting/Taxes

- Auto Rentals Consulting/Bookkeeping
- Real Estate Bookkeeping
- Photography Consulting/Bookkeeping/Taxes
- Music Production Consulting/Bookkeeping/Taxes

EDUCATION:

**Colorado Technical University Online
Associates of Science in Accounting**

August 2010 to September 2012

Coursework: Accounting Basics, Accounting I, II and III, Economics, Cost Accounting, Strategic Planning, Computerized Accounting, Financial Statement Analysis, Business Law, Management Fundamentals, Personal Finance Concepts, Principles of Business, Psychology and Spreadsheet Applications.