### **Professional Overview**

I am a dedicated and self-motivated professional with a bachelor’s Degree in Finance and a diverse background in accounting, bookkeeping, and financial reporting. I am currently employed as an Accountant for a local medical supply company and I am a Certified QuickBooks ProAdvisor. Amongst other things, I am a detail-oriented individual and I am able to facilitate strong working relationships with a wide range of clients, colleagues, and key business partners. In addition, I have been consistently recognized for my outstanding contributions and commended for my organization, efficiency, priority management, and communication skills. Computer savvy and familiar with many modern systems and applications including MS Office Suite.

### **Areas Of Expertise**

|  |  |  |
| --- | --- | --- |
| * Finance & Accounting * Business Bookkeeping * Commercial Banking * Sales Reporting * Financial Analysis | * Data Entry & Analysis * Records & Reporting * Budgeting & Forecasting * QuickBooks Intuit * Accounts Payable & Receivables | * Project Coordination * Quality Assurance * Process Improvement * Financial Reports |

### **Education & Qualifications**

**Certified QuickBooks ProAdvisor 2018- current**

**Keiser University – West Palm Beach, FL 2015-2017**

*Bachelor of Business Administration, Finance GPA = 3.52*

**Northwood University – West Palm Beach, FL 2013-2015**

*GPA = 3.45*

### **Experience**

**Bookkeeper Freelancer 02/2018 – Current**

* Maintained records of all income through invoices and sales receipts.
* Managed and recorded all credit card charges for debit and credit card.
* Provided checks and payments to suppliers as per requirement.
* Performed all bookkeeping functions such as entering invoices and accounts.
* Monitored ongoing cash flow for organization.
* Developed key financial data to facilitate performance.

**Phoenix Healthcare Solutions – Fort Lauderdale, FL 08/2017 - Current**

*Accountant*

* Issue invoices to customers
* Ensure that receivables are collected promptly
* Record cash receipts and make bank deposits
* Conduct monthly bank reconciliations
* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Assemble information for external auditors for the annual audit

**Swearingen & Associates – West Palm Beach, FL 1/2015-5/2016**

*Bookkeeping Intern*

* Performed an array of administrative and clerical functions in support of daily office operations
* Worked collaboratively with executives and team members to achieve organizational objectives
* Processed financial transactions and ensured the accuracy of all records, reports, and documents
* Made journal entries and posted accounting information within QuickBooks and other software