

Vickey Vittes

Carlsbad, CA | 818.282.5914 | vickey@happypiggybank.com

QuickBooks ProAdvisor

Highly motivated, goal-focused QuickBooks ProAdvisor and certified tax preparation specialist with extensive experience in QuickBooks bookkeeping and small business consulting. Proven record of success building businesses from the ground up and managing consistent growth. Exceptional communication and people management skills, with a history of cultivating and maintaining strong, productive relationships with clients and business partners.

Areas of Expertise

- QuickBooks Bookkeeping
- Tax Preparation
- Small Business Consulting
- Leadership & Teamwork
- Relationship Management
- Client Service & Satisfaction
- Client Communication
- Budget Creation & Coaching
- Problem Solving
- Conflict Resolution
- Personnel Management
- Business Development

Career History

Freelance Financial Specialist | Carlsbad, CA 2008 to Present

Provide a wide range of financial and consultation services to a variety of small businesses, including QuickBooks bookkeeping, payroll, income tax preparation, budget coaching, and business development guidance. Help small businesses succeed and grow through effective consultation across multiple areas. Experienced in individual tax returns, with a specialty in small businesses and LLCs. Software platforms include Intuit ProConnect and Drake

- Certified QuickBooks ProAdvisor, and certified, licensed, and bonded tax preparer with PTIN, and registered with CTEC.
- Ensured all clients achieve a full and accurate understanding of their finances to facilitate informed decisions.

Additional Experience

Operations Manager | **Vickey's Vittles, Inc.**, Burbank, CA 1991 to 2007

Oversaw and managed operations for company delivering a wide variety of fresh baked goods to film and television studio sets throughout the greater Los Angeles area. Oversee all operational aspects, including baking, delivery, new business development, inventory management, and bookkeeping.

- Created first business of its kind serving the entertainment industry, setting the standard for all other delivery services that followed.
- Demonstrated consistent growth, achieving \$250K in annual business.

Education & Credentials

Bachelor of Arts, Theater Arts | NEW YORK UNIVERSITY, New York, NY

Member, IATSE Local 80 (Grips, Crafts Service & Medics)