

Robert Smith

Freelance Bookkeeper

PERSONAL STATEMENT

Highly qualified Freelance Bookkeeper with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment in which your the company prides itself.

WORK EXPERIENCE

Freelance Bookkeeper

ABC Corporation - 2009 - 2010

Responsibilities:

- Dedicated Bookkeeper with a hunger to continue learning.
- Served multiple clients based on their individual business needs & objectives.
- Experienced in accounts payable, accounts receivable, QuickBooks, problem-solving, fiscal budgeting, administration, & customer relations.
- Maintained the companys entire filing system, which includes bills, taxes, and payroll, trucks, and shop information.
- Entered companys daily expenses, profit, taxes, employee information, invoices, and bills into Microsoft Excel spreadsheets.
- Created documents, letters, reports, and memos into Microsoft Word.
- Collected a total of \$150k in past due amounts and ensured that the company was pursuing collections immediately.

Freelance Bookkeeper

Delta Corporation - 2007 - 2009

Responsibilities:

- Responsible for setting up and maintaining books for small- to mid-size businesses Maintains all journals and ledger accounts Records assets, .
- Primary accounts Apollo Sign (service), VK Associates (advertising), Flaums Jersey Corp (retail) Developed and implemented office procedures, .
- Accounts receivable/payable, data-entry, record-keeping, daily transactions.
- The industries vary but the debits and credits remain the same.
- Examples of clients 16 years with a psychologist, 14 years with a retail operation, 17 years (ongoing) with an insurance adjuster, per diem work.
- The company was sold suddenly, several construction companies during the 18 years, etc.
- Work consisted of all bookkeeping up to the annual tax returns which were done by their accountant with some assistance from me.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Accounts Payable,
Microsoft Excel,
Microsoft Office.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

B.S. In Business Administration