

BENJAMIN LEE

Head Bookkeeper

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PROFESSIONAL SUMMARY

Head bookkeeper with expertise in a myriad of functions. Responsible for all aspects of bookkeeping, human resources and customer service for 100 employees in a \$23 million a year business. Accurate and organized with strong problem-solving skills, detail-oriented, and willingness to go beyond the job description.

WORK EXPERIENCE

Head Bookkeeper

May / 2020-Ongoing

Pineapple Enterprises

- 耳 Santa Monica, CA
- 1. Monitored and investigated any discrepancies preventing store losses.
- 2. Managed payroll and time and attendance systems, including Workforce, ADP, and MSS.
- 3. Recruited and interviewed applicants to fill company needs.
- 4. Conducted new employee orientation to foster a positive attitude toward organizational objectives.
- 5. Successfully interacted and assisted customers in guaranteeing positive experiences and resolving any complaints.
- 6. Utilized multitasking skills to complete all tasks efficiently and effectively.
- 7. Prevented store losses using awareness, attention to detail and integrity.

Head Bookkeeper

May / 2018-May / 2020

Crescent Moon Design

- **₽** Portland, OR
- 1. Responsible for processing all unposted items on customers' accounts and assisting in making payment decisions on NSF checks and then processing them accordingly.
- 2. Assisted with the processing of the bank's incoming and outgoing cash letters.
- 3. Responsible for the filing of customers' checks and at the scheduled time was in charge of packaging and mailing all customers' monthly statements.
- 4. Responsible for all adjustments required on our forward and return cash letters.
- 5. Handled all research on accounts whether requested by the customer or subpoenaed by the courts.
- 6. Responsible for reconciling all of the bank's correspondent bank accounts and resolving any outstanding items.

EDUCATION

Bachelor of Science in Accounting

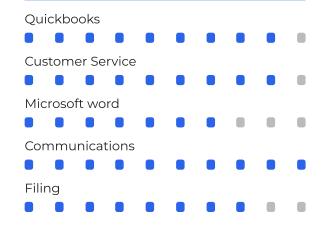
May / 2016-May / 2018

University of Southern California

耳 Santa Monica, CA

Focused on financial accounting, managerial accounting, and tax regulations.

SKILLS



INTERESTS

₹ Woodworking

Drawing

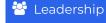
Reading

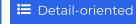
E-sports

STRENGTHS









LANGUAGES







English

Polish

Spanish

ACHIEVEMENTS

- Improved financial reporting accuracy by 30% through streamlined processes.
- Reduced payroll processing time by 25% by integrating advanced software solutions.
- Implemented a new accounting software system that improved data accuracy by 25%.