

# JASMINE TAYLOR

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(123) 456-7890

Highly-organized and detail-orientated bookkeeper with two years of experience in a high-pressure work environment. Proven track record of efficiently and accurately processing financial records. Self-motivated with the ability to work as part of a team. Experienced in maintaining accounts, payroll, and managing invoices. Able to follow directions from senior partners and accountants. Fluent in English and Spanish.

## PROFESSIONAL EXPERIENCE

### BOOKKEEPER

Manor and Scholtz Law Firm, Jacksonville, FL | October 2018 - Present

- Ensure that all financial transactions comply with federal, state, and company policies
- Prepare and process payroll for over 100 employees
- Answer client queries in regard to fees and invoices
- Contact clients in regard to outstanding bills payable and formulate payment plans
- Maintain books, including bank statements, financial transactions, invoices, and all receipts
- Prepare payroll and direct deposit accounts
- Produce monthly financial summaries and reports
- Work out hours billable for senior attorneys
- Reconcile and balance all accounts
- Check figures on legal documents for mathematical accuracy and correct entry
- Enter client data and fees on accounting software
- Assisted the company in moving all financial records from Excel to Quickbooks

## EDUCATION

### ASSOCIATE DEGREE, ACCOUNTING

The University of Miami, Miami, FL | September 2016 - June 2018

## KEY SKILLS

- Organized
- Self-motivated
- Punctual
- Advanced Technical Skills
- Strong Work Ethic
- Quickbooks Expert
- Problem Solving
- Leadership
- MS Office
- Data Entry
- Bilingual

## CERTIFICATIONS

- Certified Bookkeeper - American Institute of Bookkeepers (2018)