

Jason Brent
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Profile

Highly motivated and technically skilled bookkeeper with education focusing on the financial sector. Proficient in Quickbooks, Sage, FreshBooks, and MS Office (Word, Excel, Outlook, PowerPoint, Access). Organized and able to work independently or in a team environment.

Key Skills

- Communication
- Critical Thinker
- Problem Solving
- Error Detection
- Self-Motivated
- Honest
- Punctual
- Collaboration
- MS Office
- Sage
- Quickbooks
- Spreadsheets
- Tax Calculations

Education

Associate in Science, Bookkeeping

Santa Clarita County College, Santa Clarita, CA, September 2017 - June 2019

Courses:

- Big Business Finance
- Tax Law for C Corporations
- Non-Profit Bookkeeping
- Audits
- Asset Schedules - Depreciation and Loans

Professional Experience

Bookkeeping Intern, JMD International, Los Angeles, CA

June 2019 - September 2019

- Assisted with research
- Entered client data
- Answered phones and dealt with inquiries
- Assisted in producing financial reports
- Worked with Sage and Quickbooks bookkeeping software
- Prepared and mailed confirmations of balances owed by clients
- Observed and shadowed senior bookkeepers

Bookkeeping Intern, Booker Law, Santa Clarita, CA

June 2018 - September 2018

- Supported senior bookkeepers in carrying out large projects
- Entered client data
- Produced basic financial reports
- Shadowed senior bookkeepers
- Helped to prepare invoices and expense reports
- Analyzed financial data and looked for mistakes