

Bookkeeper

Detail-oriented Bookkeeper with 4 years of experience implementing financial controls and processes resulting in a 20% reduction in errors and a 15% increase in efficiency. Skilled in managing accounts payable and receivable, processing payroll and employee benefits accurately and on time, and preparing and filing quarterly and annual tax returns with a 100% compliance rate. Proven ability to analyze financial data, identify cost-saving opportunities, and maintain accurate financial records resulting in successful audits and increased financial transparency.

WORK EXPERIENCE

Bookkeeper

03/2022 – Present

Precision Financial Solutions.

- Implemented new financial controls and processes, resulting in a 20% reduction in errors and a 15% increase in efficiency.
- Developed and maintained accurate financial records, resulting in a successful audit with no major findings.
- Analyzed financial data and identified cost-saving opportunities, resulting in a 10% reduction in expenses.

Accounting Clerk

03/2020 – 03/2022

Acme Accounting Services.

- Managed accounts payable and accounts receivable, resulting in a 95% on-time payment rate and a 20% reduction in outstanding balances.
- Processed payroll and employee benefits accurately and on time, resulting in a 100% satisfaction rate among employees.
- Prepared and filed quarterly and annual tax returns, resulting in a 100% compliance rate with all tax regulations.

Junior Bookkeeper

03/2019 – 03/2020

Capital Bookkeeping Co.

- Reconciled bank accounts and credit cards, resulting in a 99% accuracy rate and a 10% reduction in discrepancies.
- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements, resulting in a 15% increase in financial transparency and accuracy.
- Monitored and managed cash flow, resulting in a 20% increase in available funds for business operations.

Accounting And Keeping Resumes

Sebastian Brünink



Accounting And Keeping Resumes:

Best Resumes and Letters for Ex-Offenders Wendy S. Enelow, Ronald L. Krannich, 2020-10-15 Finding a good job is the best way to quickly transform one's life That's especially true for ex offenders with red flags in their backgrounds Knowing employers are reluctant to hire them many ex cons face rejections and lose hope Indeed lacking job search smarts from properly writing resumes networking for job leads and acing job interviews many go from one dead end job to another and then back to prison For many their odorous rap sheet becomes their resume The good news most ex offenders ARE employable Indeed each year thousands of ex cons find rewarding jobs that change their lives They discover many employers are willing to give them a second chance But these job seekers must first communicate their qualifications to prospective employers through powerful resumes and letters the most important step for getting a job interview Best Resumes and Letters for Ex Offenders is the first book to address the unique job search challenges facing ex offenders as they prepare to communicate their qualifications to employers Written by two of America's leading career experts this book is jam packed with the latest information tips strategies and examples of what you must do in order to get the critical job interview It includes 25 things you must know about resumes 35 writing mistakes you should avoid 19 frequently asked questions and expert advice Step by step resume writing instructions 40 examples of 2 types of winning resumes 8 types of job search letters 42 examples of effective letters you should write Resume and letter evaluation forms Resume writing worksheets 400 action verbs and personality descriptors Re entry resources and digital skills for ex offenders Follow the principles tips and examples outlined in this book and you too will join the growing ranks of ex offenders who have transitioned from rap sheet to resume They began changing their broken lives by finding a good job You'll quickly discover that a well crafted resume and letter can open the doors of employers Best of all you'll get interviewed and hired because you organized an effective job search according to the many principles outlined in this special book 5 star unsolicited reviews of first edition on Amazon.com Excellent book Highly recommended Worth every penny A must for ex offenders Great tips for including prison experience without lying *STEP-BY-STEP RESUMES For All Human Resources Entry-Level to Executive Positions* Evelyn U Salvador, NCRW, JCTC, 2020-05-15 Book Delisted **Packers and Stockyards Resume** United States. Packers and Stockyards Administration, 1981 *Best Resumes for Accountants and Financial Professionals* Kim Marino, 1994-02-16 The founder of the Just Resumes writing service and author of several popular resume books Kim Marino now offers practicing and prospective accountants and financial professionals a practical highly targeted guide to writing winning resumes **Packers and Stockyards Resume**, 1970 *Resume Writing Without Paid Work Experience* Walter L. Fortson, Harve L. Nichols, 2001 What others are saying about this book ADULT PROGRAMS ADULT BASIC AND LITERACY EDUCATION PROGRAMS I like it because it is such an engaging upbeat and enjoyable book that I had trouble putting it down I especially like the way that it gives concrete examples to show my students how to meet the qualifications of a particular job Otherwise

they would probably never think that they had a shot at the position Volunteers can use it even if they have no formal training in adult education because everything is clearly spelled out and the forms are spacious Judith Aaronson founder of the Pittsburgh Literacy Council WELFARE TO WORK WIA PROGRAMS This is an invaluable tool for a population that wants to be productive but doesn't know how to present themselves in a light that will ensure employment And for those with work histories it lets them to more easily identify the valuable transferable skills that they possess Dr Georgine Scarpino former director of JTPA WIA and Welfare to Work programs PROGRAMS FOR PERSONS WITH DISABILITIES In providing employment support services to persons with disabilities oftentimes there is a lack of work history or gaps in employment This book is a tool to develop a resume that draws from life experience and non paid work experiences Just working through the suggested activities can be a confidence builder for individuals seeking employment Diane Celidonia Supervisor Employment Services **The Upstart Guide to Owning and Managing a Resume Service** Dan Ramsey,1994

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