|  |
| --- |
| John Smith |
| SummaryResults-driven Bookkeeper with over 5 years of experience managing financial records and ensuring compliance with accounting standards. Proven ability to streamline processes and improve reporting accuracy.Work Experience**Bookkeeper Mar 2019 – Present**ABC Financial Services Big City, NY* Managed monthly close processes and prepared financial statements, reducing closing time by 20%.
* Implemented a new invoicing system that improved collections by 30%.

**Junior Bookkeeper Jun 2017 – Feb 2019**Finance Solutions Big City, NY* Assisted with the preparation of annual budgets and forecasts.
* Maintained accurate records of all financial transactions and prepared bank reconciliations.

EducationBachelor of Science: Accounting Jan 2017*Big City University**Big City, NY*certifications* Certified Bookkeeper – AIPB – 2021
 | Contact(987) 654-3210john.smith@example.comBig City, NY 10001SkillsGeneral LedgerFinancial AnalysisPayroll ProcessingTax PreparationBudgetingQuickBooksAccounts ReconciliationExcelCommunicationProblem Solving |