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| John Smith | | |
| Summary  Results-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.   Education Bachelor of Science: Accounting Jan 2017 *Big City University**Big City, NY*  certifications   * Certified Bookkeeper – AIPB – 2021 | Contact  (987) 654-3210  john.smith@example.com  Big City, NY 10001  Skills  General Ledger  Financial Analysis  Payroll Processing  Tax Preparation  Budgeting  QuickBooks  Accounts Reconciliation  Excel  Communication  Problem Solving |