

Full-charge bookkeeper with 5+ years of proven history and established expertise managing increased responsibility during a company's growth. Motivated to leverage my background in saving costs by analyzing vendor efficiency to help scale RLR.

## Personal

- Address**  
123 Anywhere Avenue  
Tulsa, OK 98765
- Phone number**  
123-456-7890
- Email**  
exampleresume@cvmaker.com

## Work experience

**Full-Charge Bookkeeper** Feb 2020 - Present  
[Rodney Rains Lodge, Tulsa](#)

- Grew to oversee a team of one assistant and two bookkeepers.
- Managed the full-cycle accounting activities for the company, which grew to over \$5M in annual revenue.
- Introduced company-wide base practices for QuickBooks to ensure up-to-date and accurate ledger.
- Processed accounts payable while maintaining a scalable system for expense reporting as the company grew to 75 employees.

**Bookkeeper** Jan 2018 - Feb 2020  
[UNG, Tulsa](#)

- Reconciled accounts, processed payroll biweekly, and managed the petty cash box.
- Tracked new inventory and conducted mid-year inventory cost reviews to cut inventory costs by 15%.
- Improved the processes for handling general ledger and bank conciliations to reduce the error rate by 4%.
- Overway reporting and tracking of sales tax returns, registering with new states as territory expanded.

## Education and Qualifications

**Associate's in Accounting** 2016 - 2018  
[Central Oklahoma College, Tulsa](#)

## Skills

Sales Tax	● ● ● ● ●
Accounts Receivable	● ● ● ● ●
Accounts Payable	● ● ● ● ●
Microsoft Office	● ● ● ● ●
QuickBooks	● ● ● ● ●

## References

**Dahlia Stark** UNG  
[Available on request](#)

**Stanley Martin** UNG  
[Available on request](#)

**Peter Sheers** Rodney Rains Lodge  
[Available on request](#)