RICHARD WILLIAMS

**BOOKKEEPER**

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**SUMMARY**

A general bookkeeper with 8+ years of experience using both single-entry and double-entry systems for medium-sized businesses. Specialize in performing bookkeeping for multimillion-dollar companies. Possess expertise in numerous pieces of bookkeeping software. Identified and eliminated departmental inefficiencies to increase productivity by 15%.

**WORK EXPERIENCE**

General Bookkeeper

**Franklin & Rodgers Business Solutions,** Scottsdale, AZ, Sep 20XX - Present

* Perform 150+ financial calculations daily such as amounts due, interest charges, balances, discounts, equity, and principal for a multimillion-dollar company
* Access computerized financial information to answer general questions as well as those related to specific accounts
* Formulate and issue bills, invoices, and account and financial statements with 10% increased efficiency to ensure timely deliverables
* Corrected spreadsheet error regarding May 20XX's monthly spending, which resulted in saving approx. $3,500
* Train 3 new administrative assistants and 4 junior bookkeepers

Administrative Assistant Bookkeeper

**Patton Group,** Tempe, AZ, Jun 20XX - Aug 20XX

* Managed 2 computers programmed with accounting software to record, store, and analyze information
* Checked 350+ figures, postings, and documents per month for correct entries, mathematical accuracy, and proper codes
* Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents
* Matched 800+ order forms with invoices, and recorded the necessary information

**EDUCATION**

B.S. Accounting

**Wilhem University,** Phoenix, AZ, 20XX

A.S. Accounting

**Wilhem University,** Phoenix, AZ, 20XX

Certified Bookkeeper

**Wilhem University,** Phoenix, AZ, 20XX

**RELEVANT SKILLS**

Financial Data Analysis **/** Data Entry **/** Administrative Skills **/** Fluent in English and Spanish **/** Microsoft 365  
QuickBooks Pro **/** QuickBooks Online **/** Adaptable **/** Reliable