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| **W**  **R**  **Richard**  **Williams**  Bookkeeper  Phone: (770) 625-9669  Email: RichardWilliams@gmail.com  Location: 3665 Margaret Street, Houston, TX 47587  Linkedin: linkedin.com/in/richardwilliams  **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%.  **Education.**  B.S. Accounting  Wilhem University  20XX  Phoenix, AZ  A.S. Accounting  Wilhem University  20XX  Phoenix, AZ  Certified Bookkeeper  American Institute of Professional Bookkeepers  20XX  Phoenix, AZ |  | **.Relevant Skills.**  Financial Management   * Corrected spreadsheet error saving A/P $3,500. * Performed financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal for a multimillion-dollar company. * Certified QuickBooks Accountant.   Office Administration   * Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. * Performed general office duties such as filing, answering telephones, and handling routine correspondence. * Maintained error-free financial books for over 7 years.   **Work Experience.**  General Bookkeeper  Franklin & Rodgers Business Solutions  Sep 20XX - Present  Scottsdale, AZ   * Accessed computerized financial information to answer general questions as well as those related to specific accounts. * Formulated, prepared, and issued bills, invoices, and account and financial statements with 10% increased efficiency to ensure timely deliverable. * Trained 3 new administrative assistants and junior bookkeepers   Administrative Assistant Bookkeeper  Patton Group  20XX - 20XX  Tempe, AZ   * Operated computers programmed with accounting software to record, store, and analyze information. * Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents. * Matched order forms with invoices, and record the necessary information. |