

For last 5 years (2008 – 2013) I have been working with Ostiller and Hung Accountancy Corporation as a staff accountant. I equipped myself with all accounting functions, during these past years. There I enjoyed the challenge of continuously applying the best accounting practices to help deliver business goals. Constant improvement is necessary to continue adding value to the business and this must be done at both levels personally as well as professionally. The functions of being a staff accountant at Ostiller and Hung include working with accounts receivable/payable, tax preparation, and individual and corporate bookkeeping, billing and providing administrative support to the management.

As an accountant and certified full charge bookkeeper, I would like to bring this dedication to you. I am looking to expand my client base since I have started my own Bookkeeping Company in 2010 and would like to provide you with full-time or part-time bookkeeping services.

Please call me at [\(310\) 853-3991](tel:3108533991) to schedule an interview, and discuss how I can begin contributing to your company.

Thank you for the opportunity to serve you.

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## **Certified Full Charge Bookkeeper Available**

### **QUALIFICATIONS SUMMARY:**

QuickBooks, Bookkeeping, and Tax preparation professional experienced working in fast paced environments demanding strong organization and professional skills using both PC and MAC versions of QuickBooks. Trustworthy, ethical and discreet in regards to all business, accounting and customer related projects. Detail-oriented, resourceful in completing projects and is able to multi-task effectively. Confident and poised in interactions with individuals at all levels.

### **EXPERIENCE:**

2010 -- Present CRISLYN SAND BOOKKEEPING, Burbank, CA

Accountant & Full Charge Bookkeeper -- Payroll Taxes, Accounts Payable/Receivable, General Ledger, Banking, Debits/Credits, General Journal Entry, Bank Reconciliations, QuickBooks Pro PC & MAC, Payroll QB/ADP/Paychecks, Year Ends Forms & Closing, W2 & 1099 Forms, Sales Tax, Date Entry & Filing, QB Data File Set Up.

2013 -- Present JAURIGUE LAW GROUP, Glendale, CA

Accountant & Full Charge Bookkeeper -- Create Invoices on a bi-weekly schedule and prepare client letters for payment collections, Accounts Payable/Receivable, General Ledger, Banking, Bank Reconciliations, QuickBooks Pro, Payroll ADP, Year Ends Forms & Closing, W2 & 1099 Forms, California Sectary of State Filings, Data Entry & Filing,

2008 -- 2013 OSTILLER AND HUNG ACCOUNTANCY CORP., Pasadena, CA

Accountant & Full Charge Bookkeeper -- Duties: Prepare Corporate Tax Returns & Individual Tax Returns, Payroll Taxes, Accounts Payable/Receivable, General Ledger, Banking, Debits/Credits, General Journal Entry, Bank Reconciliations, QuickBooks Pro PC & MAC, Payroll QB/ADP/Paychex, Year Ends Forms & Closing, W2 & 1099 Forms, Sales Tax, Data Entry & Filing, QB Data File Set Up.

2006 to 2008 SWEET PROSPERITY, Los Angeles, Ca

Full Charge Bookkeeper -- Duties: Appointment setting, Accounts Payable/Receivable, General Ledger, Banking, Bank Reconciliations, QuickBooks Pro PC & MAC, Payroll QB/ADP, Year Ends Forms & Closing, W2 & 1099 Forms, Sales Tax, Date Entry & Filing, QB Data File Set Up.

2003 to 2006 WILLIAM SKINNER, M.D., Santa Monica, CA

Administrative Assistant/Bookkeeper - Duties: Appointment setting, bookkeeping, office management as requested, created a filing system, developed a doctor-patient relationship, greeted patients and showed them to their room, and submitted refill forms to pharmacies.

1999 to 2002 THE LEGAL RESOURCE STAFFING, Los Angeles, CA

Junior Secretary - Duties: Word-processing, court contact, installed and maintained filing system, relayed and re-routed time-sensitive information to appropriate channels, compiled case information and special reports, data entry, and general office support and reception.

1997 to 1999 FRIENDLY EXCURSIONS TRAVEL AGENCY, Tujunga, CA  
Office Support -- Created advertising flyers and maintained clients database, client contact via mailings and telephone, made travel arrangements; verified travel reservations, data entry and all other general office duties as assigned.

**EDUCATION:**

2014 IRS Enrolled Agent

2010 Certified Public Bookkeeper

2008 to Present CAL TAX SCHOOL, Reseda, CA  
-CTEC Registered Tax Preparer

2000 to 2003 ART CENTER COLLEGE of DESIGN, Pasadena, CA  
-Graduated with a degree Fine Art Media

1998 to 2000 GLENDALE COMMUNITY COLLEGE, Glendale, CA  
-Graduated with an Associate's degree in General Education

Computer Programs:

Adobe Illustrator

QuickBooks 2003-2014

Ultra Tax CS (Thomson Reuters)

CFS Tax Software

Tax Tools

Microsoft Word

Microsoft Excel

Microsoft Outlook

Photoshop

Power Point

Protools

