



Los Angeles, CA



(123) 456-7890



email@example.com



LinkedIn | Portfolio

KEY SKILLS

- Financial reporting
- Account reconciliation
- Accounts payable/receivable
- Payroll processing
- Compliance and auditing

CERTIFICATIONS

- Certified Bookkeeper (CB), American Institute of Professional Bookkeepers (AIPB), September 2016
- Certified Management Accountant (CMA), Institute of Management Accountants (IMA), May 2017

Skyler Thompson

Experienced Bookkeeper

A senior bookkeeper with over eight years of experience in managing accounting and financial reporting processes for corporate client accounts. A strong history of leading accounting teams and performing comprehensive audits to ensure compliance with financial regulations.

PROFESSIONAL EXPERIENCE

SENIOR BOOKKEEPER

HAYDEN FINANCIAL CO., LOS ANGELES, CA | JANUARY 2020 – PRESENT

- Oversee key financial reporting processes for 25 high-profile corporate clients valued at up to \$600,000, including comprehensive financial reports, balance sheets, income statements, and cash flow statements
- Lead a team of 15 accountants and financial analysts to perform complex audits, evaluate company financials, and manage payroll processes for corporate businesses
- Coordinate effectively with internal and third-party audits to ensure compliance with financial laws and regulations, resulting in zero penalties for clients

SENIOR BOOKKEEPER

JENKINS FINANCIAL SERVICES, LOS ANGELES, CA | JUNE 2016 – DECEMBER 2019

- Managed accounts payable and receivable for a portfolio of 17 small to medium-sized business accounts valued at up to \$150,000
- Oversaw a team of five accountants and financial analysts to analyze complex data sets and prepare comprehensive financial reports for client stakeholders

EDUCATION

Bachelor of Science (B.S.) in Accounting

University of California, Los Angeles, CA | May 2016