

Emma Johnson

Junior Bookkeeper



 (312) 555-7890

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 Chicago, IL

Professional summary

Detail-oriented junior bookkeeper with experience managing financial records during an internship. Proficient in QuickBooks, Microsoft Excel, and financial reconciliation. Seeking to support Accurate Financial Solutions with maintaining accurate and efficient bookkeeping processes.

Experience

Bookkeeping Intern May 2024 - August 2024

Reliable Accounting Services, Chicago, IL

- Reconciled bank accounts for 15+ clients monthly, ensuring 100% accuracy.
- Assisted in processing accounts payable and receivable, including invoice management.
- Maintained detailed financial records and supported monthly reporting tasks.
- Collaborated with senior accountants to prepare for tax season.

Education

Associate's Degree in Accounting of City College of Chicago, L

- Relevant Coursework: Financial Accounting, Payroll Systems, Business Math

Certifications

- QuickBooks Certified User (2025)
- Microsoft Excel Specialist Certification (2024)

Skills

QuickBooks and Microsoft Excel

Expert

Bank and account reconciliation

Expert

Data entry accuracy

Expert

Accounts payable and receivable

Expert

Financial reporting

Expert

Links

 LinkedIn

Languages

- English (Native)
- Spanish (Intermediate Proficiency)
- French (Beginner Proficiency)