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| |  | | --- | | **Julia Davis****Bookkeeper** | | Juliadavis@gmail.com | |  | | **T:** 803-201-6085 | |  | | JULIAdAVIS.com | |  | | **Summary**  Bookkeeper with a BA in accounting and 3 years of work experience as an accounting assistant. Skilled in the use of bookkeeping software including Xero and MS Excel. Meticulous and DIligent worker skilled in financial reporting, tax filing, cost control analysis, and invoicing. | | **Skills**  MS Word, MS Excel, MS Outlook | Xero | QuickBooks | Communication | Time-management | |  | |  | | --- | | **Experience**Accounting assistant — Macy Accounting Firm – South Carolina — 2019 – 2022Successfully filled monthly and annual reports and balanced general ledgers.Communicated with higher-ups and facilitated the implementation of Xero.Processed payroll monthly. | | **EDUCATION**Bachelor of Arts in Accounting — 2014 – 2018University of Arizona | Tucson, AZ | | **LANGUaGES** English – Native  Spanish – Fluent  German – Intermediate | |