

Brianna Kramer

Bookkeeper/Office Accountant

 (206) 555-1234

 brianna.kramer@example.com

 linkedin.com/in/briannakramer

 Seattle, WA 98101

STRENGTHS

- **Financial Acumen**
Deep knowledge of bookkeeping principles; consistently applies best practices to ensure accuracy and integrity in all financial records.
- **Organizational Skills**
Skillfully manages multiple accounts and transactions simultaneously, proficiently prioritizing tasks to meet deadlines effectively.
- **Interpersonal Communication**
Creates strong relationships with vendors and colleagues, resulting in a collaborative atmosphere conducive to resolving financial inquiries.
- **Attention to Detail**
Consistently conducts thorough account reconciliations; this focus has minimized errors and enhanced reporting accuracy in fast-paced settings.
- **Problem-Solving**
Addressed various operational issues by implementing cost-control measures, which have led to improved profitability and efficiency.

SKILLS

- Accounts Payable/Receivable
- Financial ReportingQuickBooks
- ReconciliationTime Management
- Detail-Oriented
- Cost Control Measures
- Vendor Relationship Management
- Problem-Solving SkillsData Entry
- Analytical Skills
- Budget Management
- Team Collaboration
- Communication Skills

SUMMARY

Detail-oriented Bookkeeper with over 2 years of experience in the restaurant and hospitality sectors. Demonstrated expertise managing accounts payable and receivable functions across five locations, assuring precise financial records while enhancing operational efficiencies. Knowledgeable in QuickBooks for financial reporting and reconciliation tasks. A proactive approach has fostered a reputation for strong organizational abilities, effectively streamlining workflows to ensure timely payments and error-free reporting. Committed to maintaining productive partnerships with vendors and management teams, facilitating seamless financial operations even in rapidly evolving environments.

EXPERIENCE

Bookkeeper/Office Accountant

Culinary Innovations Inc.  March 2025 - Present  Seattle, WA

- Manage comprehensive bookkeeping for multiple restaurant locations, delivering critical insights that drive business efficiency and accuracy. Responsible for accounts payable and receivable processes alongside vendor management, ensuring effective cash flow strategies.
- Oversee processing of vendor invoices across five restaurant locations, guaranteeing timely and accurate payments to maintain optimal vendor relationships.
 - Reconcile vendor statements monthly, efficiently resolving discrepancies to uphold precise financial reporting standards.
 - Monitor outstanding accounts receivable, actively following up on balances to maintain robust cash flow and support business decisions.
 - Collaborate closely with General Managers, addressing payment issues quickly and affirming strong partnership dynamics with external vendors.
 - Assist with weekly and monthly financial report preparation, offering valuable data for company executives' strategic planning sessions.
 - Support month-end close processes, orchestrating efforts with external CPAs to facilitate smooth audit experiences.

Junior Accountant

Savory Eats LLC  January 2024 - February 2025  Bellevue, WA

- Contributed as a vital part of the accounting team fostering enhanced financial practices, enabling seamless operational workflows through dedicated support on multiple financial fronts.
- Assisted with accounts payable and receivable management, ensuring timely processing of invoices and supporting adherence to strict deadlines.
 - Maintained detailed financial records, contributing to preparation and analysis of management reports that informed key operational decisions.
 - Developed cost control measures that improved our financial efficiencies, leading to significant improvements in budget adherence.
 - Collaborated with fellow team members to streamline bookkeeping processes and introduce innovative solutions, promoting overall efficiency.
 - Aided in auditing preparations by gathering documentation and reconciling discrepancies, reinforcing compliance with regulatory frameworks.
 - Engaged in ongoing learning about current industry practices, focusing on adopting novel methodologies to enhance bookkeeping techniques.

LEADERSHIP & AWARDS

- QuickBooks Certified User (2026)
- Employee of the Month at Culinary Innovations Inc. (April 2025)

EDUCATION

Bachelor's Degree in Accounting

University of Washington  GPA: 3.5  2026  Seattle, WA

Audit Support

Financial Software Proficiency

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Bookkeeper/Office Accountant at Culinary Innovations Inc. (1.4 Years)

● Junior Accountant at Savory Eats LLC (1.1 Years)

Coursework: Financial Management, Taxation, Auditing, Managerial Accounting

CERTIFICATIONS

- QuickBooks Certified User 📅 2026
- Financial Statement Analysis Certification 📅 2026

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Xero, FreshBooks
- **Financial Reporting Tools:** Excel, Tableau, Google Sheets
- **Payment Processing Systems:** PayPal, Square, Stripe
- **Bank Reconciliation Methods:** Routine bank reconciliations, monthly reviews, transaction audits
- **Document Management Systems:** Dropbox, Google Drive, Local Storage
- **Compliance Guidelines:** GAAP, IFRS, IRS mandates
- **Financial Analysis Techniques:** Trend reporting, variance analysis, break-even concepts
- **Organizational Strategies:** Prioritization techniques, workflow optimizations, role delegation
- **Professional Development:** Ongoing education, certification programs, webinars
- **Customer Relationship Management:** Relationship-building, client feedback management, service quality assurance

PROFESSIONAL AFFILIATIONS

- Member of the Washington Association of Accountants
- Volunteer for Financial Literacy Programs

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST