

Brianna Kramer

☎ (206) 555-1234

✉ brianna.kramer@example.com

🌐 [linkedin.com/in/briannakramer](https://www.linkedin.com/in/briannakramer)

📍 Seattle, WA 98101

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

March 2025 - Present

Culinary Innovations Inc.

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

January 2024 - February 2025

Savory Eats LLC

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

2026

University of Washington GPA: 3.5

Seattle, WA

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

SKILLS

- | | | | |
|-------------------------------|----------------------------------|--------------------------|----------------------------------|
| • Accounts Payable/Receivable | • Time Management | • Problem-Solving Skills | • Team Collaboration |
| • Financial Reporting | • Detail-Oriented | • Data Entry | • Communication Skills |
| • QuickBooks | • Cost Control Measures | • Analytical Skills | • Audit Support |
| • Reconciliation | • Vendor Relationship Management | • Budget Management | • Financial Software Proficiency |

PROFESSIONAL AFFILIATIONS

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

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST