

Luke Todd

Entry Level Bookkeeper

📞 (312) 555-1234

✉️ luke.todd@example.com

🌐 linkedin.com/in/luketodd

📍 123 Main Street, Chicago, IL 60601

STRENGTHS

- ✔️ **Attention to Detail**
Edited comprehensive invoicing protocols for clarity, resulting in fewer discrepancies.
- 🗨️ **Effective Communication**
Interacted seamlessly with clients and vendors, facilitating smooth transaction execution.
- 👥 **Team Collaboration**
Worked closely with fellow interns, sharing insights that optimised workload distribution.
- 💻 **Technology Proficiency**
Quickly learned Caterease and advanced to proficient levels, bringing efficiency to day-to-day tasks.
- 💡 **Problem Solving**
Identified patterns in aging reports, proposing solutions that mitigated overdue receivables.

SKILLS

Accounts Receivable QuickBooks

Caterease Data Entry

Financial Reporting

Record Keeping Multi-tasking

Communication Skills

Attention to Detail

Time Management Auditing

Invoice Management

Vendor Relations Budget Tracking

Computer Skills

LANGUAGES

English Native

Spanish Proficient

SUMMARY

Detail-oriented accounting professional eager to join Savor Events Group as a Bookkeeper I. Deep expertise in accounts receivable and payable supports thorough financial reporting. Known for maintaining meticulous records, collaborating effectively with colleagues, and ensuring accuracy in financial transactions. Experience includes generating client invoices from event orders, posting receipts, and monitoring account aging reports. Committed to preserving confidentiality and integrity of financial data. Hands-on practice with QuickBooks empowers responsiveness to varied accounting tasks while aligning outcomes with organizational goals.

EDUCATION

Bachelor's Degree in Accounting

University of Illinois at Chicago 🎓 GPA: 3.8 📅 2026 📍 Chicago, IL

Coursework: *Advanced Financial Management, Cost Accounting, Business Law, Taxation*

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Caterease, FreshBooks
- **Spreadsheet Applications:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **Payment Processing Systems:** PayPal, Stripe, Square
- **Document Management Tools:** Evernote, Google Drive, Dropbox
- **Project Management Tools:** Trello, Asana, JIRA
- **Reporting Tools:** Microsoft Power BI, Tableau, Crystal Reports
- **Data Analysis Techniques:** Statistical Analysis, Trend Analysis, Forecasting
- **Client Relationship Management:** Salesforce, HubSpot, Zoho CRM
- **Tax Preparation Software:** TurboTax, H&R Block, TaxAct
- **Compliance Tools:** GAAP, IFRS, Sarbanes-Oxley

EXPERIENCE

Bookkeeper Intern

University Accounting Lab 📅 June 2025 - Present 📍 Chicago, IL

Supports the University Accounting Lab as a Bookkeeper Intern. Responsibilities include invoice preparation, cash receipt postings, and account reconciliations. Collaborates with peers to streamline accounting operations.

- Prepared and distributed client invoices based on event orders, ensuring accurate billing and adherence to deadlines.
- Entered cash receipts and electronic payments into QuickBooks, maintaining precise accounting records for efficient reconciliations.
- Monitored aging reports to proactively follow up on past-due balances, enhancing collection processes.
- Assisted in month-end reconciliations of revenue accounts, strengthening overall financial accuracy within the accounting team.
- Organized digital and hard copy filing systems for invoices and payment records according to best practices.
- Carried out routine financial transactions independently, gaining vocational experience in bookkeeping.

Accounting Assistant

Campus Bookstore 📅 August 2024 - May 2025 📍 Chicago, IL

Served as an Accounting Assistant at the Campus Bookstore, focusing on processing invoices and supporting timely vendor payments. Enhanced collaboration within the team to manage financial documentation efficiently.

MY CAREER



- Bookkeeper Intern at University Accounting Lab (1.1 Years)
- Accounting Assistant at Campus Bookstore (9 Months)

- Processed invoices for bookstore supplies, accurately matching them with purchase orders to ensure proper financial tracking.
- Collaborated with colleagues during weekly payment preparations, contributing valuable support to financial operations.
- Helped maintain organized financial records in line with prescribed internal control measures, promoting compliance.
- Supported management by providing clerical assistance that streamlined daily accounting procedures.
- Engaged in monthly reconciliation discussions to better grasp accounts payable methodologies and workflows.
- Developed proficiency with both QuickBooks and Microsoft Office tools, supporting diverse accounting functionalities.

LEADERSHIP & AWARDS

- Dean's List, University of Illinois at Chicago (2024)
- Accounting Student of the Year, University of Illinois (2025)

CERTIFICATIONS

- QuickBooks Certified User 📅 2026
- Microsoft Excel Certification 📅 2025

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, University of Illinois (2023 - Present)
- Volunteer, Financial Literacy Program, Local Community Center (2025)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST