

Luke Todd

(312) 555-1234

luke.todd@example.com

linkedin.com/in/luketodd

123 Main Street, Chicago, IL 60601

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

SKILLS

- Accounts Receivable
- Financial Reporting
- Attention to Detail
- Vendor Relations
- QuickBooks
- Record Keeping
- Time Management
- Budget Tracking
- Caterease
- Multi-tasking
- Auditing
- Computer Skills
- Data Entry
- Communication Skills
- Invoice Management

EXPERIENCE

Bookkeeper Intern

June 2025 - Present

University Accounting Lab

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

August 2024 - May 2025

Campus Bookstore

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.

- 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)

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST