**Julie Reilly**

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| 3015 NE 3rd Street | Cell: 503-960-0425 |
| Gresham, OR 97030 | juliereilly123@gmail.com |

**Summary**

Personable bookkeeper offering 10+ years experience in bookkeeping, QuickBooks, Excel spreadsheets, Word documents, all secretarial skills needed and an effective, analytical approach to identifying and solving complex problems. Excellent accuracy with QuickBooks and analyzing the reports for the company.

**Highlights**

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| * Intuit QuickBooks operator | * Execute time wisely |
| * Excellent Excel Spreadsheet knowledge | * Managerial aptitude |
| * Proficient in Word Documents, professional letters and correspondence of all types | * Skilled in all secretarial duties-filing, organizing, data entry, correspondence between companies |
| * Expert with Access, Outlook, and PowerPoint | * Extremely fast learner |
| * Very accurate and ethical business practices | * Periodic financial reporting expert |
| * Professionally answered phones, with skilled scheduling and planning background | * Self-motivated and self-starter |

**Experience**

**Bookkeeper Plus** 03/2011 - current

LMD TrannyExpress, LLC Gresham, Oregon

* Set up a new start-up automotive repair and sales company
* Issued paychecks to vendors and suppliers
* Maintained accounts receivable documentation electronically and on paper.
* Processed bank reconciliations and financial reports to verify practice of proper due diligence.
* Handled cash and deposits using the proper accounting procedures and documentation.
* Entered weekly sales and customer count sheets for review by management.
* Increased efficiency and alleviated workloads by creating a new Excel financial recording system.
* Reconciled all bank and credit card accounts from 2011 to 2013. Processed journal entries, online transfers and

payments.

* Analyzed cost control and provided timely financial information to support company goals.
* Researched and resolved collections and billing disputes with tact and efficiency.
* Greeted and helped new customers
* Professionally answered phones
* Researched better pricing for any and all vendors used

**Bookkeeper Plus** 03/2004 - 03/2011

BC General Contractors, Inc. Portland, Oregon

* Did the day-to-day bookkeeping in QuickBooks as well as the future forecasting spreadsheets in Excel
* In charge of all secretarial duties
* Answered the phones, scheduled the subcontractors, made client appointments and was in charge of any and all client complaints or concerns.
* Quickly learned various software programs as needed.
* Processed bank reconciliations and financial reports to verify practice of proper due diligence.
* Maintained accounts receivable documentation electronically and on paper.
* Handled cash and deposits using the proper accounting procedures and documentation.
* Entered weekly sales and customer count sheets for review by management.
* Reconciled all bank and credit card accounts from 2004 to 2011.
* Processed journal entries, online transfers and payments.
* Executed quarterly financial reporting on multiple properties.
* Analyzed cost control and provided timely financial information to support corporate goals.
* Researched and resolved collections and billing disputes with tact and efficiency.

**Education**

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| **Associate of Science: Mt. Hood Community College - Business Accounting** | Dec/2011 |
| **Gresham**, **OR -** Transfer Degree for Eastern Oregon University |  |
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| **Bachelor of Science: Eastern Oregon University - Business Accounting** | Spring/2014 |
| **Gresham**, **OR** |  |