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| Brandon Huffmanbt\_huffman@msn.com(505) 350-4017https://www.linkedin.com/in/brandon-huffman-33686527/  |  | | --- | | Professional Development Site: https://bthuffman.github.io/ | | Objective Web Developer seeking opportunity to bring knowledge of programming, design, and web applications to your company. | | Skills Detail Oriented  Analytical  Organized    Programming Languages Competencies:  HTML  CSS  Javascript  MySql |   Attributions:  Web Free Icon made by monkik from [www.flaticon.com](http://www.flaticon.com)  Ratings icons by Guilhem from the Noun Project | |  | | --- | | ExperienceBookeeper – Atkinson CPA’sSEPTEMBER 2018 – NOVEMBER 2018 *Acquired supporting documentation, analyzed financial information, classified business transactions, reconciled client accounts, generated financial reports and processed tax payments.* BOOKKEEPER – Sabio SystemsMAY 2018 – SEPTERMBER 2018 *Carried out various administrative and bookkeeping tasks at Atkinson CPA’s including organizing files, entering transactions into accounting software, creating compilation reports for clients, recognizing errors and addressing inconsistencies.* BOOKKEEPER – Duke CIty AquaticsSEPTERMBER 2014 – MAY 2018 *Organized over 5 years of backdated financial records and brought them up to date for corporate tax filing using Microsoft Excel and QuickBooks.*  *Reconcile corporation’s accounts, analyze financials, classify transactions, compile documentation, generate reports, and process payroll taxes.*  *Founded and maintain Duke’s Charitable Foundation, a 501 (c)(3) dedicated to raising funds for our athletes travel, competitions and equipment.* Teacher and CLerk – Fish Factory Swim SchoolJUNE 2015 – MAY 2018 *Teach children and adults fundamental and advanced swimming skills while ensuring a fun and safe learning environment.*  *Update and send invoices to well over a thousand different clients with specific and unique recurring tuition fee structures and payments.* Accounting Clerk – McKinney & Associate CPAsDECEMBER 2014 – APRIL 2015 *Performed bookkeeping for various clients and businesses including data entry, reconciliation of multiple accounts, preparing financial statements and general ledgers.*  *Executed general administration functions for the firm including answering phones, organizing files, mailing returns, scheduling meetings and handling payments.* Teacher and CLerk – Fish Factory Swim SchoolJUNE 2015 – MAY 2018 *Teach children and adults fundamental and advanced swimming skills while ensuring a fun and safe learning environment.*  *Update and send invoices to well over a thousand different clients with specific and unique recurring tuition fee structures and payments.* | | EducationDegree / Date EarnedSchool You might want to include your GPA and a summary of relevant coursework, awards, and honors. | | Volunteer Experience or Leadership Did you manage a team for your club, lead a project for your favorite charity, or edit your school newspaper? Go ahead and describe experiences that illustrate your leadership abilities. | |