

# Jamie Heiney

Bookkeeper

## About Me

## Skills

- Accounting
- AP
- Accounts Payable

## Experience

### Controller at Alpha Capital LLC

*Nov 2019 - Apr 2022*

- Managed bookkeeping needs for multiple capital funding companies
- Created chart of accounts and performed bank reconciliations
- Organized, formatted, and imported large amounts of data from CRMS, software, and Google Sheets
- Designed and implemented a comprehensive loan tracking system using Google Sheets and Google App Scripts
- Provided consulting services for multiple companies owned by Alpha Capital

## Education

### Architecture

*FAU*

Florida Atlantic University, Architecture program

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