

# Bernard Cahalio

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Bookkeeper with over a 10-year proven track record of accuracy in budgeting and account reconciliation. Recognized for problem-solving and time management skills in creating invoices and statements, with strong customer relations. Associate degree in Accounting with 2016 Bookkeepers Certification.

## Key Skills

- ◆ Expert knowledge of QuickBooks and Xero
- Highly proficient in Microsoft Office, including Excel, Access, Outlook, Word
- Proven time management skills with a strong work ethic
- Knowledge of fiscal budgeting, management and accounting reconciliation

## Professional Experience

### Administrative Assistant

*F. Milton Corporation, San Antonio, TX | January 2016 - June 2020*

- Completed monthly as well as quarterly and yearly variance analysis
- ◆ Maintained accurate journal entries, figures and codes
- Managed two accounts payable clerks
- Coordinated with the accountant to complete annual audit and annual budget planning

### Accounts Payable Clerk

*F. Milton Corporation, San Antonio, TX | May 2008 - December 2016*

- Reviewed invoices and matched them with packing slips
- Entered payment approval and processed checks
- Communicated with merchants on bill discrepancies

### Bookkeeping Internship

*Stonybrook Financial Management, Lubbock, TX | January 2008 - April 2008*

- Used QuickBooks to analyze financial data and prepare income statements
- Worked with Accounting team to compile tax information and complete financial reconciliation
- In charge of inputting customer numbers and weekly sales
- Shadowed Accounting team members to practice supporting company and accurate data tracking

## Education

### Associate Degree in Accounting

Texas Tech University, Lubbock, TX, September 2006 - May 2008

## Certifications

- ◆ American Institute of Professional Bookkeepers Certification, 2016