



DANIELLE BASSLER

ACCOUNTING ASSISTANT

EXPERIENCE

Tax Clerk - Aramark
2017 - 2018

Submitted applications and payments for business licenses. Processed quarterly B&O taxes based sales figures from RAS reports.

Accounts Payable Clerk - Russ Reid
2016 (Temporary Assignment)

Maintained accounts payable cycle and processed expense reports. Worked with Salesforce, BofA Works, and Advantage Aqua software.

Junior Accountant - Allied Wallet
2015 - 2016

Reconciled International invoices involving currency conversions to USD. Worked with Payvision, Borgun, and Wirecard systems.

Accounting Assistant - First American Title
2015 (Temporary Assignment)

Processed incoming and outgoing checks and wires. Worked with proprietary system 'FAST'.

Wire clerk/Payoff Assistant - Equity Title
2013 - 2015

Processed incoming and outgoing checks and wires. Reconciled accounts for A/P and A/R. Worked with Cirtix XenApp

Event Coordinator - CEC Entertainment
2009 - 2013

EDUCATION

CONTACT



Born 1988 in Los Angeles



500 E Providencia Ave Apt Q
Burbank, CA 91501



818.472.6334



danielle@basslerclan.com



@ github.com/



SKILLS

Full Cycle Accounts Payable

MS Excel

Reconciliation

Expense Reports

