



DANIELLE BASSLER

ACCOUNTING ASSISTANT

EXPERIENCE

Accounts Payable Clerk - Russ Reid
2017 (Contract)

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 (Layoff)

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

High School Diploma

2007, Covina High School, California, USA.

CONTACT



Born 1988 in Los Angeles



2800 Montrose Ave
La Crescenta



818.472.6334



danielle@basslerclan.com



@ github.com/



SKILLS

Full Cycle Accounts Payable

MS Excel

Reconciliation

Expense Reports