

## Accounting Assistant

# DANIELLE BASSLER

✉ danielle@basslerclan.com

☎ 818.472.6334



## EXPERIENCE

---

### Russ Reid

#### Accounts Payable Clerk | 2016 (Contract)

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

### Allied Wallet

#### Junior Accountant | 2015 - 2016

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

### First American Title

#### Accounting Assistant | 2015 (Layoff)

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

### Equity Title

#### Wire clerk/Payoff Assistant | 2013 - 2015

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

### CEC Entertainment

#### Event Coordinator | 2009 - 2013

## EDUCATION

---

### Covina High School, California, USA.

#### High School Diploma | 2007

## SKILLS

---

Strong communication skills with a friendly personality

- Full Cycle Accounts Payable
- MS Excel
- Reconciliation
- Expense Reports

## About me

I'm a hard working detailed-oriented accounting assistant. I've had recent employment gaps due to family leave, but I am eager to get back to work full-time.