

# 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

### HIGH SCHOOL DIPLOMA

Covina High School, California, USA.

## SKILLS

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

Strong communication skills with a friendly personality

## CONTACT