

DANIELLE BASSLER

ACCOUNTING ASSISTANT



Experience

Russ Reid

Accounts Payable Clerk

2016 (Temporary Assignment)

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 (Temporary Assignment)

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

Equity Title

Wire clerk/Payoff Assistant

Education

High School Diploma

Covina High School, California, USA.

Skills

Full Cycle
Accounts
Payable

MS Excel

Reconciliation

Expense
Reports

Strong communication skills with a friendly personality