

## Accounting Assistant

# DANIELLE BASSLER

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☎ 818.472.6334



## EXPERIENCE

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### Aramark

#### Tax Clerk | 2017 - 2018

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

### 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 | 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

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### Covina High School, California, USA.

#### High School Diploma | 2007

## SKILLS

### 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.