

# DANIELLE BASSLER

ACCOUNTING ASSISTANT



## 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*

## 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