DANIELLE BASSLER

Accounting Assistant



CONTACT

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500 E Providencia Ave Apt Q Burbank, CA 91501

ABOUT ME

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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.

EXPERIENCE

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

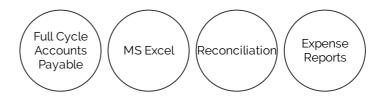
Processed incoming and outgoing checks and wires. Reconciled accounts for A/P and A/R. Worked with Cirtix XenApp

CEC ENTERTAINMENT - Event Coordinator 2009 - 2013

EDUCATION

HIGH SCHOOL DIPLOMA Covina High School, California, USA.

SKILLS



Strong communication skills with a friendly personality