

DANIELLE BASSLER

Accounting Assistant



CONTACT

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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.

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

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

Full Cycle
Accounts
Payable

MS Excel

Reconciliation

Expense
Reports

Strong communication skills with a friendly personality