

Accounting Assistant

DANIELLE BASSLER

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☎ 818.472.6334



EXPERIENCE

Russ Reid

Accounts Payable Clerk | 2017 (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

Covina High School, California, USA.

High School Diploma | 2007

SKILLS

Strong communication skills with a friendly personality

- Full Cycle Accounts Payable
- MS Excel
- Reconciliation
- Expense Reports

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.