# DANIELLE BASSLER

Accounting Assistant



#### CONTACT

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2800 Montrose Ave La Crescenta

## 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

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

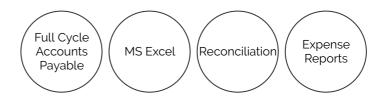
Processed incoming and outgoing checks and wires. Reconciled accounts for A/P and A/R. Worked with Cirtix XenApp

CEC ENTERTAINMENT - Event Coordinator 2009 - 2013

## EDUCATION

HIGH SCHOOL DIPLOMA Covina High School, California, USA.

#### SKILLS



Strong communication skills with a friendly personality