

DANIELLE BASSLER

Accounting Assistant



EXPERIENCE

ACCOUNTS PAYABLE CLERK ▼ RUSS REID

2016 (Contract) , Maintained accounts payable cycle and processed expense reports. Worked with Salesforce, BofA Works, and Advantage Aqua software.

JUNIOR ACCOUNTANT ▼ ALLIED WALLET

2015 - 2016 , Reconciled International invoices involving currency conversions to USD. Worked with Payvision, Borgun, and Wirecard systems.

ACCOUNTING ASSISTANT ▼ FIRST AMERICAN TITLE

2015 (Layoff) , Processed incoming and outgoing checks and wires. Worked with proprietary system 'FAST'.

WIRE CLERK/PAYOFF ASSISTANT ▼ EQUITY TITLE

2013 - 2015 , Processed incoming and outgoing checks and wires. Reconciled accounts for A/P and A/R. Worked with Citrix XenApp

EVENT COORDINATOR ▼ CEC ENTERTAINMENT

2009 - 2013 ,

EDUCATION

HIGH SCHOOL DIPLOMA

Covina High School, California, USA.

SKILLS

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

Strong communication skills with a friendly personality

CONTACT

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