ANNA WARD

ACCOUNTING BOOKKEEPER

CONTACT

(609) 381-4548

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Stockton, NJ 08559

EXPERIENCE

January 2017 - June 2022

**Bookkeeper**

Princeton Construction Group, Inc., Stockton, NJ

* Operated computers programmed with accounting software to record, store and analyzed information.
* Debited, credited and totaled accounts on computer spreadsheets and databases, using specialized accounting software.
* Performed general office duties, such as filing, copying, answering telephones.
* Prepared and processed payroll information.
* Compared computer printouts to manually maintained journals to determine if match.
* Familiar with Timberline Construction software.

October 2006 - August 2016

**Registered Nurse**

Hunterdon Pediatrics, Flemington, NJ

* Prepared patients for examinations, procedures and treatments and assisted healthcare professionals during operations.
* Administer medications and monitor patients
* Maintain accurate, detailed reports and records.
* Conduct laboratory tests.

January, 2001 – May, 2006

Attended college part time

February, 1985 – January, 2011

Child rearing

EDUCATION

**Associate In Science (A.S.) In nursing**

Raritan Valley Community College, Bridgewater, NJ

Easton Area High School – graduated

Easton, Pa