

# DONNA ROBBINS

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Analytical, organized and detail-oriented accountant with GAAP expertise and experience in the full spectrum of public accounting. Collaborative team player with ownership mentality and a track record of delivering the highest quality strategic solutions to resolve challenges and propel business growth.

## EXPERIENCE

### 2024 – 2025

Accountant | Trey Research | San Francisco, CA

Working in a mid-sized public accounting firm to provide professional accounting services for individuals and business clients. Provide full range of services, include income tax preparation, audit support, preparation of financial statements, pro forma budgeting, general ledger accounting, and bank reconciliation.

### 2023 – 2024

Bookkeeper | Bandter Real Estate | Berkeley, CA

Inhouse bookkeeper for a real estate development company. Maintained financial books, tracked expenses, prepared, and submitted invoices, and oversaw payroll.

### December 2021 – April 2023

Accounting Intern | Olson Harris Ltd. | Vallejo, CA

Assisted with payroll and Pensions service management for 150+ employees. Prepared invoices for more than 200 clients. Assisted with bill payments, records organization and preparation, and other office duties to support financial and accounting operations.

## EDUCATION

### June 2020

Bachelor of Science in Accounting, Minor in Business Administration | Bellows College

- Relevant coursework: Advanced Financial Accounting and Reporting
- GPA: 3.8

## SKILLS

- Flutter
- Mobile UI Design
- Android Development
- Git
- REST API Integration
- State Management
- iOS Development
- Debugging