

Leonie Etchart

Bookkeeper

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☎ (164) 257-1004

📍 435 S 500 E, Salt Lake City, UT 84102

Education

High School Diploma at West High School, UT

Aug 2015 - May 2019

I have learned how to read, write, and do basic math.

Links

[linkedin.com/in/leonieetchart](https://www.linkedin.com/in/leonieetchart)

Skills

Bookkeeping

Accounts payable and receivable

Payroll processing

Financial statement preparation

Tax return preparation

QuickBooks experience

Languages

English

Russian

Hobbies

Reading

Knitting

Painting

Profile

I have over three years of bookkeeping experience. I am extremely organized and detail-oriented, with a strong focus on accuracy and efficiency. I possess excellent time management skills and am able to prioritize tasks in order to meet deadlines. I have a high level of proficiency in QuickBooks, as well as Microsoft Office applications such as Word and Excel. In addition, I possess strong interpersonal and communication skills which allow me to effectively communicate with clients and colleagues alike.

Employment History

Senior Bookkeeper at D&B Bookkeeping Services, UT

Apr 2022 - Present

- Brought the company's books up to date within two weeks of being hired.
- Successfully managed a team of three bookkeepers.
- Reduced accounting department expenses by 10% last year.
- Implemented new software that saved the company 5 hours per week in data entry time.
- Caught and corrected errors in previous year's financial statements.

Bookkeeper at The Bookkeeping Department, UT

Jul 2019 - Feb 2022

- I increased the efficiency of the bookkeeping process by 15%.
- I decreased the error rate in bookkeeping entries by 20%.
- I developed and implemented a new system for tracking inventory which resulted in a 10% decrease in shrinkage.
- I trained two new employees on bookkeeping procedures and software.

Certificates

Certified Bookkeeper (CB)

Jun 2021

Certified Public Bookkeeper (CPB)

Mar 2020

Memberships

American Institute of Professional Bookkeepers

National Association of Certified Public Bookkeepers