



SKILLS

California Notary Public, Microsoft Office Specialist Word 2010, Certified QuickBooks ProAdvisor – QuickBooks Online and Desktop 2014 and 2015, QuickBooks Pro/Premier 2012 Certified User, CCH ProSystem fx Document, ProSystem Fx Engagement, ProSystem fx Practice, Time Entry & Inquiry V. 8, Lacerte, Sharefile, MAS90, Quicken, Peachtree, Microsoft Word, Word Perfect, Lotus 123, Excel, TurboTax, RIA Forms, Practice Advantage, Datafaction trained

PROFESSIONAL EXPERIENCE

- 11/2014 – Present The Sword and the Stone
Burbank, CA
Bookkeeper – She’s Got Moxie
Input 2014-present data for company; set up on QuickBooks; accounts payable and accounts receivable, write-up work, reconcile accounts, create and organize a system for daily use and tax information.
- 04/2005 – Present John M. Cassaday
Comic Book Cover Artist & Illustrator
Tax Preparer - She’s Got Moxie
Organize documents and created a system for tax preparation and information retrieval, specific requests as needed.
- 05/2003 – Present David L. Johnson
Comic Book Cover Artist & Illustrator
Bookkeeper and Tax Preparer – She’s Got Moxie
Write-up work, reconcile accounts, created and organized a system for daily use and tax information retrieval, specific requests as needed.
- 04/2001 – Present The Hero Initiative, a 501c3 foundation
Lake Balboa, CA
Bookkeeper – She’s Got Moxie
Accounts payable and accounts receivable, reconcile accounts, provide financial statements to Board members, and requested financial information. Help Director to organize and execute at auctions, secretarial, and daily administration tasks as needed.
- 01/2003 – 04/2008 The Young Hope Foundation, a 501c3 foundation
West Los Angeles, CA
Bookkeeper – She’s Got Moxie
Accounts payable and accounts receivable, reconcile accounts. Provide financial statements to Board members, and requested financial information.



PROFESSIONAL EXPERIENCE (continued)

- 04/2003 – 04/2007 W. Mark Waid
Comic Book Writer
Tax Preparer - She's Got Moxie
Organize documents and created a system for tax preparation and information retrieval
- 01/2002 – 10/2008 James McLaughlin,
Editor and Freelance writer
West Los Angeles, CA
Provided clean, timely transcription services of interviews for articles and books using Sony Micro cassette Transcriber M-2000.
- 05/2002 – 05/2007 Paris Laser Printer Repair
Paramount, CA
Bookkeeper – She's Got Moxie
Accounts payable and accounts receivable, write-up work, reconcile accounts.
- 03/2002 – 05/2006 Wizard World West Coast
West Los Angeles, CA
Provided transcription services, convention assistant to convention coordinator, administrative duties.
- 07/2002 – 01/2004 MusiConcepts, Inc.
Wedding Music & Wedding Coordinating
Encino, CA
Bookkeeper – She's Got Moxie
Accounts payable and accounts receivable, write-up work, reconcile accounts.
- 10/2003 – 12/2003 Payne Artist Management
Personal Management Company To Entertainers & Musicians
Marina del Rey, CA
Bookkeeper – She's Got Moxie
Input 2001-present data for company; set up on QuickBooks; accounts payable and accounts receivable, write-up work, reconcile accounts, create and organize a system for daily use and tax information.
- 09/1999 – 05/15/2001 Neuronet Neuroscience Centers, Beverly Hills, CA
Bookkeeper – She's Got Moxie
Accounts payable and accounts receivable. Provide financial statements, collections reports, and monthly financial information. Execute medical insurance billing by working in conjunction with billing services, secretarial, and daily administration tasks as needed.



PROFESSIONAL EXPERIENCE (continued)

07/1998 - 02/1999

Neuronet Diagnostic Services, Beverly Hills, CA
Bookkeeper/Office Manager – She’s Got Moxie

Created, organized, and maintained client medical records for patients and neural testing and biofeedback staff. Set up and organized accounts payable and accounts receivable system. Aided in creating the company's policies and procedures manual. Performed medical insurance billing, secretarial, and daily office administration tasks as needed.