Deirdre Y. Evans

Queens, New York | 347-995-6355 | devans1650@gmail.com

**Bookkeeper**

**Profile**

Highly focused and a diligent bookkeeper with exceptional orientation to detail and good customer service skills. Highly skilled multitasker with strong abilities to address a high volume of customers concerns with accuracy and professionalism, able to function individually or as part of a Bookkeeping team.

**Qualifications**

* Proficient in developing systems to account for financial transactions by establishing an accurate chart of accounts
* Exceptional talent for reconciling entries
* Proficient in account payable and account receivable
* High abilities to use Microsoft Word, Excel and Quick Books

**Bookkeeping Skills**

* Invoicing
* Reconciliation
* Internal Control System
* Tax
* Financial Analysis
* Account Balancing

**Education**

Post University, Connecticut- 2019

Malcolm Baldrige School of Business

Associate of Science Degree in Accounting

**Major:** Accounting

Coursework:

* Forensic Accounting
* Auditing
* Finance
* Business Management
* Critical Thinking

# Experience

11/19-present

**Professional Aide (IOS Staffing)|**NYC Human Resource Administration

* Assist Clients with Home Energy Assistance Program application while making sure clients had the proper documentation to be submitted with application
* Utilizing great Customer Service skills to ensure that clients is comfortable with filling out the application

5/19 – 11/19

### Temporary Laborer | New York City Department of Sanitation

* Visit numerous residential and commercial location, on a daily basis, to collect solid and liquid waste by manually collecting and disposing on a garbage disposal truck
* Clearing debris from roadways to ensure a safe and clean environment

1/17 - 5/19

**Tax Preparer | Queens. New York | Jackson Hewitt Tax Service**

* Prepared and computed taxes owed for individuals by using electronic filing software
* Advised clients against potential tax liabilities.
* Resolved clients tax notices by calling the IRS and making suitable payment arraignment as necessary.

6/15 - 1/17

**Bookkeeper | White Plains, New York | Fermitas Structural Engineering**

* Performed financial calculations such as amount due, late payment charge
* Accessed QuickBooks to obtain information to answer general questions regarding clients account
* Formulated, prepared, and issued bills, invoices
* Complied with federal, state, and company policies, procedures and regulations
* Collected $20,000 in account payable outstanding invoices

5/15 - 7/16

**Bookkeeper/Administrative Assistance | Bronx, New York | Hope & Love INC**

* Implemented a better way of keeping track of Financial transaction utilizing and training on how to use QuickBooks Accounting software
* Maintained the chart of accounts
* Helped set a realistic event budget
* Helped raised $1000 by selling tickets to events