

Damara Hilderman

Assistant Bookkeeper

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☎ (549) 241-2283
📍 123 Maple Street, Salt Lake City, UT 84101

Education

Associate of Applied Science in Accounting at Salt Lake Community College, Salt Lake City, UT

Aug 2017 - May 2022
Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Accounting Information Systems, Cost Accounting, Business Law, and Financial Analysis.

Links

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

Skills

- QuickBooks proficiency
- Excel expertise
- Data entry accuracy
- Bank reconciliation
- Financial reporting
- Invoice processing
- Payroll management

Languages

- English
- Arabic

Hobbies

Bullet journaling

Profile

Dedicated Assistant Bookkeeper with 1 year of experience in managing accurate financial records and supporting bookkeeping operations. Proficient in accounting software, data entry, and reconciliation. Demonstrates strong attention to detail, excellent organizational skills, and commitment to maintaining confidentiality. A quick learner and adaptable team player, eager to contribute to the success of a dynamic organization.

Employment History

Assistant Bookkeeper at Utah Bookkeeping Services LLC, UT

- May 2023 - Present
- Successfully managed financial records for over 100 small businesses in Utah, resulting in a 99% accuracy rate and increased client satisfaction by 20%.
 - Streamlined bookkeeping processes by implementing new accounting software, reducing time spent on data entry by 30% and increasing overall efficiency.
 - Assisted in the recovery of \$50,000 in overdue receivables for multiple clients, improving cash flow and strengthening client relationships.

Junior Bookkeeper at Bookkeepers of Utah, UT

- Aug 2022 - Mar 2023
- Successfully managed financial records for over 50 small businesses in Utah, ensuring timely and accurate bookkeeping, leading to a 95% client satisfaction rate.
 - Streamlined and improved the efficiency of the bookkeeping process by implementing new accounting software, reducing the time spent on data entry by 20%.
 - Assisted in recovering \$15,000 in unpaid invoices for clients through diligent follow-ups and effective communication with customers, helping to improve cash flow for those businesses.

Certificates

Certified Bookkeeper (CB)

Apr 2022

Certified QuickBooks ProAdvisor

Dec 2020

Memberships

National Association of Certified Public Bookkeepers (NACPB)

American Institute of Professional Bookkeepers (AIPB)