



Linda Parker

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**Detail-oriented
bookkeeping professional
with renewed certification
and prior accounting
experience**

Former accounts clerk
reentering finance with
updated QuickBooks
certification. Known for
accuracy, budget tracking,
and invoice processing.

Key Skills

● ● ● ● ●
Account reconciliation

● ● ● ● ○
Data entry

● ● ● ○ ○
Financial reporting

● ● ○ ○ ○
Invoicing

● ● ○ ○ ○
QuickBooks

Professional Experience

- **Bookkeeper (Freelance)**
Remote | June 2023 - Present
 - Handles books for two local small businesses including bank reconciliation and tax prep support
- **Accounts Clerk**
Greenwood Financial Services, Indianapolis, IN | February 2010 - December 2015
 - Processed 200+ invoices weekly and ensured 98% accuracy in payment records
 - Supported month-end close and reporting tasks

Education

- **Certificate in Bookkeeping**
Ivy Tech Community College | 2023
- **Associate of Science in Accounting**
Ivy Tech Community College | 2009