**GEORGETTE WRIGHT**

**125 SCHROEDERS AVENUE, APT. 17D, BROOKLYN, NY 11239**

**917 650 – 0613**

GSWRIGHT@OPTONLINE.NET

**EXPERIENCE:** Extensive ComputerEase Full Charge Bookkeeping and Quickbooks

 Administrative Accounting background including Data Entry, Bank and

 Credit Card Reconciliations, Payroll, Accounts Payable, Accounts

 Receivable and Billing.

**COMPUTER SKILLS:**

ATB Software, Microsoft Word, Excel and PowerPoint

**EMPLOYMENT:**

Oct. 2012 – Present **APPLE RESTORATION & WATERPROOFING, Brooklyn, NY**

 **Full Charge Bookkeeper**

Performs the primary roles and responsibilities of: AIA billing AR, AP and

Bank/Credit Card Reconciliations, Sales Tax, Payroll Tax, General Ledger and Journal Entries. Assists Corporate Accountant with yearly tax filings.

July 2011- Sept. 2012 **PETER CAPUANA, C.P.A., New York, NY, Bookkeeper**

Assists accountant with Write-Ups, Bank and Credit Card

 Reconciliations, General Ledger, Trial Balance, Journal

 and Payroll Tax entries.

Jan. 2010 - July 2010 **U.S. CENSUS BUREAU, Brooklyn, NY, Crew Leader**

 Enumerator Trainer and Field Supervisor. Conducted numerous

 enumerator training sessions; effectively distributed field

 assignments; successfully meeting quotas; productively monitoring

 performance, conducting observations, tracking hours and

 productivity; daily communication with supervisory staff and

 management.

July 1993- July 2009 **TASTE CATERERS, INC, NY, NY**

**Administrative Accounting Assistant**

QuickBooks processing of all accounts payable, accounts

 receivable and client billing. Extensive telephone contact with all

 vendors for invoice reconciliation. Timekeeper and Payroll

 Administrator for all hourly employees.

**EDUCATION:**

May 2014 **NYC College of Technology**

*Anticipated Bachelors of Science Degree - Legal Studies*

**REFERENCES: Furnished Upon Request**