

# RONALD PALMER

*Property Management  
Bookkeeper*

✉ r.palmer@email.com

☎ (123) 456-7890

📍 Santa Barbara, CA

🌐 [LinkedIn](#)

🐦 [Twitter](#)

## EDUCATION

Bachelor of Arts  
Finance

**Pepperdine University**

📅 2017 - current

📍 Santa Barbara, CA

🎓 GPA: 3.5

### Awards

- Outstanding Senior Award

## CERTIFICATIONS

- Bookkeepers Certification
- International Accredited Business Accountant

## CAREER OBJECTIVE

Finance student at Pepperdine University. Seeking employment as a property management bookkeeper at Integral SB upon graduation, where my computational skills and financial education will contribute to the fiscal stability and growth of the company.

## WORK EXPERIENCE

### Bookkeeper Assistant

**Maserati of Santa Barbara**

📅 July 2019 - March 2021

📍 Santa Barbara, CA

- Drafted the full-cycle accounting activities for the company, which **grew to over \$1.7M in quarterly revenue**
- Reviewed vendor invoices processed by Accounts Payable, **reducing error rate by 23%**
- Collected data for audits, saving 50+ monthly hours of labor
- Mentored and coached a team of 4 bookkeeper summer interns under supervision
- Improved knowledge of changes regarding the Payment Protection Program (PPP) to ensure the company a maximized payment

## PROJECTS

### Pepperdine Student Finance Crew

**Founding Member**

📅 2018 - current

- Founded finance club, hosting recruitment events and obtaining 50+ members within the first week of establishment
- Led 2+ monthly courses on finance topics, bringing in renowned professors to give lectures
- **Raised \$500K during fundraising drives**, managing payments, and systems for all donations
- Connected finance topics to global topics, encouraging members to present, improving member success rates on options trading by 20%
- Awarded Member Recognition Medal in 2018 for active contributions and career potential

## SKILLS

- Algebraic Analysis
- Attention to Detail
- Computer Software
- QuickBooks
- Time Management
- Interpersonal Skills
- Computational Skills and Accuracy
- Communication
- Data Entry