



RONALD PALMER

Property Management Bookkeeper

CONTACT

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Santa Barbara, CA 

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EDUCATION

Bachelor of Arts

Finance

Pepperdine University

2017 - current

Santa Barbara, CA

GPA: 3.5

Awards

Outstanding Senior Award

SKILLS

Algebraic Analysis

Attention to Detail

Computer Software

QuickBooks

Time Management

Interpersonal Skills

Computational Skills and

Accuracy

Communication

Data Entry

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
- Presented career development and internship opportunities to a group of 17 students
- Networked with 12+ professional accountants