

**David Jones, CPB**

Certified Public Bookkeeper

123.456.7890

Dave.jones@gmail.com

Fruit Heights, UT

---

**Skills**

- Perform bookkeeping accurately and productively,
- Increase operating cash flow,
- Prepare timely, relevant, and reliable financial information, and
- Provide daily, weekly, monthly, and annual business performance reports.

**Work Experience**

Jan 2025- Present

Bookkeeper | Consortia Small Business Advisors, Farmington, UT

- Onboard bookkeeping and payroll clients
- Set up bookkeeping and payroll clients
- Perform daily, weekly, monthly, and semi-monthly bookkeeping and payroll for various clients

**Accreditations**

- Certified Public Bookkeeper (CPB), Consortia Accounting School, December 2024
- QuickBooks Online Certification, Consortia Accounting School, August 2024
- Payroll Certification, Consortia Accounting School, June 2024
- Bookkeeping Certification, Consortia Accounting School, March 2024

**Higher Education**

Payroll Fundamentals, Consortia Accounting School, June 2024

**Relevant skills:** This course explains payroll and payroll processing. The course focuses on application rather than theory. You calculate payroll, pay payroll taxes, and prepare payroll tax reports.

QuickBooks Online Fundamentals, Consortia Accounting School, June 2024

**Relevant skills:** This course introduces you to QuickBooks Online; Intuit's Internet or cloud-based bookkeeping program. You learn how to use the most important feature in the Online version of QuickBooks.

Accounting Fundamentals, Consortia Accounting School, March 2024

**Relevant skills:** This course explains bookkeeping and accounting. It provides a fundamental knowledge and understanding of bookkeeping and accounting concepts, processes, methods, procedures, and control.

**Professional Associations**

*National Association of Certified Public Bookkeepers (NACPB)*