



Michael

ANDERSON

BOOKKEEPER

Resourceful bookkeeper proficient in the management of financial records with a focus on accuracy and detail. Brings a wealth of experience in various industries, providing a versatile approach to bookkeeping challenges. Known for developing strong relationships with clients and stakeholders, ensuring their financial needs are met with precision. Expertise in utilizing innovative accounting software to enhance financial operations and reporting.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- financial reporting
- compliance
- patient billing
- auditing
- QuickBooks
- stakeholder communication

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF SCIENCE IN FINANCE,
STATE UNIVERSITY, 2017**

ACHIEVEMENTS

- Improved billing accuracy by 30% through process enhancements.
- Recognized for outstanding service in handling client inquiries.
- Awarded for excellence in financial reporting during internship.

WORK EXPERIENCE

BOOKKEEPER

Healthcare Solutions

2020 - 2025

- Managed financial records for multiple healthcare facilities.
- Ensured compliance with healthcare industry regulations and standards.
- Processed patient billing and insurance claims efficiently.
- Collaborated with healthcare providers to resolve billing discrepancies.
- Conducted regular audits to maintain financial integrity.
- Trained staff on financial policies and procedures.

BOOKKEEPING INTERN

Local Non-Profit

2015 - 2020

- Assisted with data entry and financial record maintenance.
- Supported the preparation of financial reports for board meetings.
- Helped reconcile bank statements and manage petty cash.
- Participated in fundraising event financial tracking.
- Learned accounting software functionalities and best practices.
- Provided administrative support to the finance department.