


Mia Johnson

Bookkeeper

Bookkeeper with five years of experience managing full-cycle bookkeeping, payroll, and financial reporting for small businesses.

CONTACT

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 LinkedIn

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KEY SKILLS

- Full-cycle bookkeeping
- Payroll processing
- QuickBooks & Xero

PROFESSIONAL EXPERIENCE

BOOKKEEPER | DOWNTOWN BAKERY, SAN DIEGO, CA
MARCH 2018 – PRESENT

- Managed full-cycle bookkeeping for \$1M revenue; ensured 100% accuracy.
- Processed payroll and taxes for 10 employees.

ACCOUNTING ASSISTANT | TECH STARTUPS, SAN DIEGO, CA
JUNE 2016 – FEBRUARY 2018

- Reconciled bank and credit card accounts monthly.
- Prepared expense reports and vendor payments.

EDUCATION

- A.S. in Accounting
San Diego Miramar College, CA | May 2016