



MARCUS DELANEY

Bookkeeper

CONTACT INFORMATION



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Toledo, OH 12345

KEY SKILLS

- QuickBooks Online and QuickBooks Desktop
- Bank and credit card reconciliations
- Accounts payable and accounts receivable
- Month-end close support and journal entries
- Chart of accounts setup and transaction coding
- Hubdoc and receipt capture workflows
- Microsoft Excel (pivot tables, VLOOKUP, SUMIFS)
- Vendor and customer ledger maintenance
- Sales tax tracking and 1099 prep support
- Payroll entry support (Gusto, QuickBooks Payroll)
- Financial statement preparation (P&L, balance sheet)
- Attention to detail and confidentiality with client records

ABOUT ME

Recent accounting graduate with hands-on QuickBooks experience from an internship and a part-time role at a family HVAC business. QuickBooks Online ProAdvisor certified (2024). Looking for a first full-time bookkeeper role where I can keep clean books and grow toward staff accountant.

PROFESSIONAL EXPERIENCE

Bookkeeping Intern

Karver Small Business Advisors, Toledo, OH | Jan 2024 - Aug 2024

- Entered and categorized about 1,400 transactions per month across a portfolio of 9 small-business clients in QuickBooks Online.
- Reconciled bank and credit card accounts and prepared month-end variance notes for the senior bookkeeper's review.
- Built a vendor coding cheat sheet for new interns after noticing the same five vendors kept getting miscategorized.
- Helped a food truck client untangle nine months of mixed personal and business charges before their first tax filing.

Office Assistant (Part-Time)

Delaney HVAC Services, Maumee, OH | 2021 - 2024

- Logged customer invoices and supplier bills in QuickBooks Desktop while finishing an associate's degree at night.
- Reconciled the operating checking account every Friday and flagged any uncleared deposits older than 10 days.
- Switched the company from paper receipts to Hubdoc, which trimmed monthly paperwork by several hours.

EDUCATION

Bachelor of Science in Accounting, University of Toledo, 2024

Associate of Applied Business in Accounting, Owens Community College, 2022

QuickBooks Online ProAdvisor Certification, Intuit, 2024

Relevant coursework: Financial Accounting I & II, Managerial Accounting, Federal Taxation, Accounting Information Systems, Auditing Principles