

SAMPLE CERTIFICATE RESUME

Developed by Santa Rosa Junior College Career Hub
CareerHub.SantaRosa.Edu



APRIL SMITH

SANTA ROSA, CA . (707)333-5142 . ASMITH@GMAIL.COM

OBJECTIVE

Detail-oriented and motivated accounting student with a Certificate in Bookkeeping seeking an entry-level bookkeeping position. Eager to apply knowledge of financial principles, strong analytical skills, and attention to detail to support the financial operations of a dynamic organization.

EDUCATION

Certificate in Bookkeeping

Santa Rosa Junior College, Santa Rosa, CA
Graduated May 2024

Relevant Coursework: Financial Accounting,
QuickBooks, Tax Preparation, Financial Reporting

Certifications: QuickBooks Certified User (May, 2023)

SKILLS

- Proficient in QuickBooks and Microsoft Excel
- Strong understanding of accounting principles and practices
- Excellent organizational and time-management skills
- Attention to detail and accuracy in financial reporting
- Effective communication and interpersonal skills
- Ability to work independently and as part of a team

WORK EXPERIENCE

Accounting Intern, Pisenti, Moss, & Brinker
Santa Rosa, CA

September 2024 – Present

- Assisted with maintaining accurate financial records and data entry.
- Supported monthly reconciliation of accounts and preparation of financial statements.
- Helped manage accounts payable and receivable processes.
- Collaborated with team members to streamline bookkeeping processes.

Volunteer Bookkeeper, Ceres Community Project
Santa Rosa, CA

April 2022 – August 2024

- Maintained financial records for a local nonprofit, including tracking donations and expenses.
- Assisted in preparing monthly financial reports for the board of directors.
- Ensured timely processing of invoices and expense reimbursements.