

Cara Robinson

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Objective

Detail-oriented bookkeeper versed in payroll, accounts payable and receivable and focused on providing quality accounting and recordkeeping support. Dependable employee capable of adapting well to new technologies, and continuing education on the major changes in accounting standards.

Education

Master of Accountancy <i>Valdosta State University</i>	Dec 2018
Bachelor of Business Administration in Accounting & Finance <i>Valdosta State University</i>	Dec 2017 4.0 GPA

Honors & Activities

- Dean's List
- Valdosta State University Honors College Member
- Alpha Chi Honor Society Member
- Phi Kappa Phi Honor Society Member
- Zell Miller Scholarship Recipient
- VSU Honors College Scholarship Recipient
- Citizen's Community Bank Scholarship Recipient
- S.F. Lamb Memorial Scholarship Recipient

Experience

Robinson Auto Parts, Inc. **Dec 2009 - Current**
Account Manager/Bookkeeper

- Maintained daily bookkeeping report and streamlined daily reporting information entry for efficient record keeping purposes
- Established a QuickBooks accounting system to reflect accurate financial records and entered financial information and payments into the company accounting database to guarantee that employees and vendors were paid accurately and on time
- Managed accounts receivable and accounts payable for organization
- Reconciled company bank, credit card and line of credit accounts
- Reconciled vendor statements and handled payment complaints or discrepancies
- Oversaw the day-to-day processing of payroll, including review of timesheets and computing pay in accordance with FLSA
- Managed and remained up-to-date on sales and use filings, including maintaining records and compliance with Georgia Agricultural Tax Exemption Program
- Generated invoices upon receipt of billing information and tracked collection process
- Managed and responded to all correspondence and inquiries from customers and vendors

Henderson & Godbee, LLC **Jan - May 2017**
Accounting Intern **Jan 2018 - Current**

- Prepared individual and partnership tax returns and computed taxes owed, ensuring compliance with payment, reporting or other tax requirements
- Assisted in the preparation of 1099s, W-2s, and related payroll function
- Created, maintained, and entered information into electronic client files compiled from various client documentation, and produced meaningful reports.
- Excelled in effective and positive communications, and used those interpersonal communicative skills to bolster the organization's image

Skills

- Analytical reasoning
- Effective time management
- Superior attention to detail
- Problem solving strength
- Customer-oriented
- Advanced computer proficiency