

John Davis

Professional summary

Detail-oriented and highly organized professional with a strong foundation in data entry, financial recordkeeping, and administrative support. Proficient in Microsoft Excel and QuickBooks, with a keen eye for accuracy and compliance. Eager to apply my analytical skills in an entry-level payroll position.

Experience

Administrative Assistant

June 2024 - Now

Pacific Financial Group / San Diego, CA

- Organize and maintain financial records, employee payroll files, and vendor invoices to ensure accuracy and accessibility.
- Process and categorize expense reports, verifying documentation to ensure compliance with company policies.
- Assist with basic bookkeeping tasks, including reconciling invoices and preparing financial reports for management.
- Act as a point of contact for employees regarding payroll-related questions and coordinate with HR to resolve discrepancies.

Cashier & Bookkeeping Assistant

2022 - 2023

Sunset Market / San Diego, CA

- Managed daily cash transactions, processed credit and debit payments, and balanced registers at the end of each shift.
- Recorded sales data and assisted the store manager with financial reporting and inventory cost calculations.
- Verified employee timecards for payroll submission, flagging inconsistencies for review.
- Provided excellent customer service, resolving payment issues and ensuring accurate transaction records.

Volunteer Experience

Accounting Assistant Volunteer

January 2024 - April 2024

San Diego Community Center

- Assisted with maintaining financial records, organizing receipts, and reconciling small business accounts.
- Gained hands-on experience with financial reporting and basic payroll processing tasks.

(555) 123-4567

johndavis@email.com

San Diego, CA

Education


Associate of Science in Accounting

San Diego Community College | San Diego, CA | Graduated May 2025

Certifications


- QuickBooks Certified User | August 2025
- Fundamentals of Payroll Certification (FPC) | December 2024


Skills


Data entry and financial recordkeeping 

Payroll software (QuickBooks, ADP) 

Basic accounting principles and reconciliation 

Microsoft Excel (PivotTables, VLOOKUP, macros) 

Compliance with federal and state labor regulations 

Attention to detail and problem-solving 

Timekeeping and employee record management 

Confidentiality and data security 