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**MELODIE MACNEIL**  
**MP BOOKKEEPING SOLUTIONS**  
VIRTUAL BOOKKEEPING  
PROFESSIONAL/ACCOUNTANT

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## EXPERIENCE

### **PRESIDENT - MP BOOKKEEPING SOLUTIONS, LLC** **DBA PARTY OF TWO BOOKKEEPING**

JANUARY 2018 – CURRENT

Perform 100% virtual bookkeeping and payroll management. Working with accounts payable, accounts receivable, budgeting and forecasting, excise and liquor tax reporting, 1099 filing support, and individual and business tax preparation. Our focus is the restaurant industry, and we love helping our clients understand their financial data and use it to make informed decisions for their business.

### **QUICKBOOKS LIVE EXPERT BOOKKEEPER**

JANUARY 2022 – CURRENT

Part Time Clean Up Expert; reviewing and setting up new customer files, fix and manage historical data, maintain organizational standards, work in a virtual team setting, and manage customer interactions.

### **TAX ASSOCIATE AT VALLEY TAX SERVICE – KITTITAS, WA**

FEBRUARY 2017 – AUGUST 2021

Perform basic customer service duties and prepare income taxes for individuals and businesses during peak tax season.

## EDUCATION

### **COLORADO TECHNICAL UNIVERSITY ONLINE**

JUNE 2013 – MAY 2016

Bachelor of Science (B.S) in Accounting  
3.94 GPA, Magda Cum Laude

### **CENTRAL WASHINGTON UNIVERSITY**

JANUARY 2010 – MAY 2013

## ORGANIZATIONS

- **BETA ALPHA PSI** – Nu Epsilon Chapter
- **ALPHA SIGMA LAMBDA** – Psi Delta Omega Chapter

## LEADERSHIP

### **GRANT THORNTON ETHICS PROJECT AWARD**

Initiated the Ethics Project in association with Beta Alpha Psi, which earned the organization \$2500 in the 2012-2013 year at Central Washington University.

## CERTIFICATIONS

- Intuit Certified Bookkeeping Professional (ICBP)
- Digital Bookkeeper Association (DBA) member
- QBO Advanced Proadvisor
- BBL 21<sup>st</sup> Century Certified Bookkeeper
- FUTRLI Certified Business Advisor

## SOFTWARE

- QuickBooks Premier Desktop
- QuickBooks Online
- Microsoft Office Word and Excel
- DEXT [formerly Receipt Bank]
- Keeper
- FUTRLI
- Asana
- Slack
- Zapier

## VITALS

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