

# Arynn Eichhorn Stepanek

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## Summary -----

Experienced bookkeeper currently studying Accounting at Front Range Community College looking to get some more real-world experience in accounting.

## Education -----

**Longmont High School**.....Class of 2013

**Front Range Community College**.....2017 - Present  
Working on an A.A.S. in Accounting

## Work Experience -----

**KING SOOPERS, Bookkeeper**.....May 2015 - Dec 2018

- Count and balance daily cash and paper assets.
- Prepare cash and check deposits.
- Prepare daily and weekly cash reports.
- Routinely communicate over phone and email with supervisors.
- Maintain accurate records for audits.
- Assist managers with their administrative duties.

## Other Relevant Skills -----

- Highly proficient in all Office 365 applications.
- Familiar with QuickBooks.
- Quick learner with a good work ethic.
- Proficient in math and critical thinking.
- Ability to work on a team.