

To whom it may concern,

Thank you for the opportunity to apply for this bookkeeping position. I am actively pursuing new opportunities that can utilize my sixteen years of experience in the accounting industry. Six of those years were spent as an accountant at a local CPA firm, and all sixteen were spent working directly with clients in order to help update, organize, and review their books.

I am passionate about my role as bookkeeper, and take pride in the work that I do for clients as well as the work my clients do for others. I have strong communication and technical skills, as well as great attention to detail. I take ownership of my tasks, and make sure that I'm doing everything I can to help those that I work with to succeed.

I look forward to the opportunity to bring my knowledge and passion to your team. Thank you for your time and consideration.

Sincerely,

Meaghan Diaz

OBJECTIVE

In-person or remote bookkeeping or accounting services position
Skilled in using Quickbooks Desktop and Quickbooks Online, familiar with other software

EDUCATION

The University of Akron	Akron, OH	Graduated Dec 2017
Bachelor of Science Degree in Accounting	Summa Cum Laude	GPA 3.911

WORK EXPERIENCE

Diaz Bookkeeping - Akron, OH

Self-employed Outsourced Bookkeeper Feb 2022 – present

- Acts as part-time bookkeeper and office manager

Sikich LLP - Akron, OH

Staff / Senior Accountant, ES Jan 2018 – Feb 2022

- Managed multiple accounts with live on-site bookkeeping
- Served as interim controller
- Filed and paid sales tax, CAT, and payroll tax returns for accounting services clients
- Prepared trial balances, compilations, reviews, and tax returns for assigned accounts
- Involved in recruiting events and software training for new hires
- Provided training and guidance to interns through company 'buddy' program

Sikich LLP (Formerly Brockman, Coats, Gedelian & Co.) - Akron, OH

Part-time Accounting Intern, Entrepreneurial Services (ES) Jan 2016 – Dec 2017

- Prepared individual and corporate tax returns, along with after-the fact data entry
- Assisted in filing payroll, sales tax, 1099s, and CAT returns
- Spearheaded company-wide software conversion and led staff training
- Participated in internship recruiting events at the University of Akron

KNL Custom Homes, Inc. - Barberton, OH

Part-time Bookkeeper Aug 2013 – Dec 2015

- Created flow-charts and organizational systems to streamline permit process
- Managed A/P, A/R, and daily bookkeeping activities for additional inhouse companies
- Filed and paid quarterly estimated city taxes, annual CAT, and semi-annual BWC

Capital Business Resources, Inc. - Fairlawn, OH

Full-time Accounting Assistant 2010 – Jul 2013

- Managed accounts payable and receivable for multiple clients on a weekly basis
- Reviewed books prepared by clients, created adjusting entries, and provided support
- Filed sales tax, CAT, and form 1099-MISC for business clients
- Reviewed work of newer staff, providing additional training as needed

Part-time Admin/Data Entry Assistant 2006 – 2009

- Used QuickBooks and other accounting software for after-the-fact data entry
- Prepared and processed live payroll
- Performed various administrative functions

WORK REFERENCES

Below is a list of references for those I worked with at Sikich LLP.
The office phone number where they can be reached is (330) 864-6661.

Jordan Burns
Staff Accountant, Entrepreneurial Services
Assigned as my intern for training and guidance

Tom Hastings
Director of Operations
Worked with me during annual intern recruiting season

Lisa Denholm
Senior Manager, Audit
Manager in charge for non-profit compilation client

CLIENT REFERENCES

Below is a list of clients with whom I had the most contact during my time at Sikich.
Please see attached for associated reference letters.

Dureska and Moore, LLC
Dave Dureska, Partner
Weekly on-site bookkeeping, monthly billing, various tax filings

The MODE – Miracles Occur, Days Enriched
Lisa Petrarca-Gamido, Executive Director
Non-profit, weekly bookkeeping, retained as client with partner approval

The Well Community Development Center
Kelly Ashley, Business Manager
Non-profit, monthly compilations, Quickbooks support, sales tax filings



DURESKA & MOORE, LLC

INTELLECTUAL PROPERTY ATTORNEYS

DAVID P. DURESKA
Direct Dial: (234) 209-9174
E-mail: DDURESKA@dkmiplaw.com

March 18, 2022

To Whom It May Concern:

This letter serves to provide the highest recommendation for Meaghan Diaz' accounting/bookkeeping services.

Meaghan provided these services to our law firm for several years when she was employed by our accounting firm.

Meaghan was always pleasant to work with and interacted with everyone in our firm in a professional and efficient manner. She handled our relatively complex accounting and bookkeeping matters in the same way.

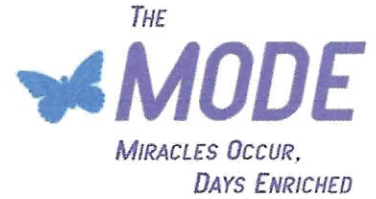
If you would like to speak to me about Meaghan, please feel free to contact me.

Best,

DURESKA & MOORE, LLC

A handwritten signature in cursive script that reads 'Daves'.

David P. Dureska



To Whom It May Concern,

I've known Meaghan Diaz for well over a year and have nothing, but positive things to say. Meaghan currently works part time for The MODE as our bookkeeper and office manager. Prior to starting Diaz Bookkeeping, she worked for The MODE while employed at Sikich LLP.

Meaghan provides excellent service to us. She is readily available for our needs, offers constructive feedback, is solution focused, and very positive and driven. Meaghan truly cares about the success of our agency.

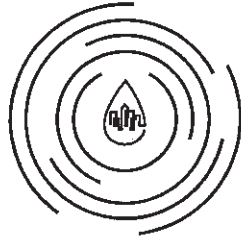
I confidently recommend Meaghan to join your team as she is dedicated, talented and knowledgeable. She is an all-around great person.

Please feel free to contact me should you like to discuss Meaghan's qualifications and experience further. I'd be happy to expand my recommendation.

Kindly,

Lisa Petrarca-Gamido, M.Ed., LICDC, The MODE – Miracles Occur Days Enriched
50 Baker Blvd Suite 5A
Fairlawn, OH 44333

(D) 330-388-5757
(O) 216-772-3188
(F) 330-294-1581



THE WELL CDC
RESTORING CREATING SUPPORTING

Kelly Ashley
Business Manager
(330) 815-1062
kellyashley@thewellakron.com

March 28, 2022

To Whom It May Concern,

This letter serves to provide my highest recommendation for Meaghan Diaz's bookkeeping and accounting services.

Meaghan supported our 501(c)3 nonprofit in its early stages to get our finance structure set up in an efficient and clear way. She was committed to assisting us in many different complicated matters related to our books. She was able to take our complex books and create clear and concise financial reports for our organization, and she was always willing to adjust as we requested.

Meaghan is wonderful to work with. She is professional, personable, and knowledgeable. I have the utmost confidence in her services and would highly recommend her to anyone.

Sincerely,

Kelly Ashley