

Dear Hiring Manager,

My name is **Meryl Villaflor**, a Certified Bookkeeper and Certified QuickBooks User from the Philippines with over 19 years of accounting and bookkeeping experience, including 5 years working remotely as a Virtual Bookkeeper for small to medium-sized businesses across various industries.

I specialize in:

- Recording and categorizing financial transactions
- Generating financial statements
- Bank reconciliations
- Budget preparation
- Accounts Payable and Accounts Receivable
- Month-end and year-end closings
- Financial data analysis
- Payroll management and job costing (especially in the construction industry)

In my most recent role as a Virtual Bookkeeper for a California-based construction company, I not only handled project costing and estimation but also managed administrative support functions such as scheduling, email management, vendor/client communication, document preparation, and team coordination using tools like Buildertrend.

I am highly proficient in tools and systems including:

- QuickBooks (7+ years)
- Keeper
- SAP
- Sage 50 & 100
- Peachtree
- Dext
- Asana
- Hubstaff,
- Zapier
- AccountEdge
- Rent Manager
- Doorloop
- Command/WIN MORE
- MS Office (particularly Excel)
- Google Workspace.

I take pride in being highly organized, detail-oriented, and continuously focused on improving workflows. At my previous company, I successfully pioneered the creation of a complete accounting process flow, enhancing operational efficiency.

I believe that I would be an excellent fit for this role due to my work experience, education, and skill set. If you have any questions, please don't hesitate to reach out to me at meryltonette@gmail.com.

Sincerely,

MERYL S. VILLAFLORES-Certified Bookkeeper