Marianne Escueta

Bookkeeper

Mabalacat City, Pampanga, Philippines

PROFILE

Reliable and organised bookkeeper with experience supporting day-to-day bookkeeping, reconciliations, accounts payable and receivable, invoicing, and financial record maintenance. Comfortable working with structured accounting processes and keeping financial information accurate and up to date. Brings a practical, methodical approach to bookkeeping and administrative support, with strong attention to detail, consistency, and follow-through.

EMPLOYMENT HISTORY

Bookkeeper / Accountant — US

HEATWAVE HEATING AND COOLING SERVICES — July 2024 – August 2026

- Completed a comprehensive seven-year historical bookkeeping cleanup, reviewing and correcting transactions, account balances, and reconciliations to improve the accuracy and reliability of the accounting records.
- Managed bookkeeping records across Xero and QuickBooks Online, including the transition and organization of financial data between platforms while maintaining proper account classifications and supporting documentation. Reviewed bank and credit-card activity, identified discrepancies and duplicate or misclassified transactions, and made the necessary adjustments to keep the books accurate and up to date.

Bookkeeper — US

FROST DANA NEWMAN CPA — July 2025 – February 2026

- Provided bookkeeping and accounting support in a CPA environment, assisting with reconciliations, transaction review, categorization, and client records.
- Supported cleanup and financial reporting work while maintaining accurate, organized books for review and tax/audit preparation.

Admin Support / Accountant — US

COAST LIFE COMPANIES — November 2024 – July 2025

- Handled bookkeeping and accounting support alongside administrative operations for a US client.
- Supported reconciliations, financial records, reporting, invoicing, data entry, and day-to-day coordination.

Bookkeeper / Admin Support Specialist — AU

GO DYNAMIC GROUP — December 2024

- Provided bookkeeping and administrative support for an Australian roofing business, assisting with day-to-day financial and operational activities.
- Supported business operations through transaction processing, record maintenance, administrative coordination, and follow-up on operational requirements.
- Assisted with maintaining accurate financial and business records to support the company's ongoing roofing operations.

Bookkeeper / Executive Assistant

WECAN VIRTUAL SERVICES — January 2023 – June 2024

- Provided bookkeeping and executive support, including transaction processing, reconciliations, invoicing, reporting, document organization, and administrative coordination.
- Managed multiple priorities while maintaining accurate financial and operational records.

Property Management Admin / Real Estate Specialist — AU

STAFFLINK — July 2023 – January 2024

- Supported day-to-day property management operations, maintaining accurate property, tenant, vendor, and financial records.
- Coordinated tenant communication, maintenance requests, work orders, and vendor follow-ups, ensuring timely administrative support.
- Managed invoices, bills, rent, property expenses, leases, statements, and reports.

Administrative / Human Resource Associate

ROCKPORT ADMINISTRATIVE SUPPORT SERVICES OPC — January 2022 – July 2023

- Supported administrative and HR operations through documentation, coordination, data entry, records management, and internal communication.

EDUCATION

Bachelor of Science in Accountancy

CORE COMPETENCIES

- Bookkeeping & Accounting Support: Managing day-to-day bookkeeping, recording transactions, maintaining financial records, and supporting month-end close.
- Bank & Credit Card Reconciliation: Matching transactions, reviewing discrepancies, and ensuring accounts are properly reconciled.
- Accounts Payable & Receivable: Processing invoices, tracking payments, managing vendor records, and monitoring outstanding balances.
- Financial Reporting: Preparing Profit & Loss (P&L), balance sheet, and other financial reports for accurate financial monitoring.
- Data Entry & Bookkeeping Cleanup: Organizing financial data, correcting categorization issues, performing catch up bookkeeping, and maintaining accurate records.
- Chart of Accounts Management: Reviewing and maintaining account classifications, reclassifying transactions, and keeping financial records properly organized.
- Invoicing & Billing: Preparing invoices, tracking payments, and maintaining organized billing records.
- Payroll Support: Assisting with payroll-related records, tracking, and documentation.
- Process & SOP Management: Following established workflows, documenting procedures, and improving processes for accuracy and efficiency.
- Attention to Detail: Ensuring accuracy and consistency when handling financial transactions, reports, and documentation.
- Client & Team Communication: Providing clear updates, asking questions when clarification is needed, and coordinating effectively with clients and team members.

TOOLS AND SOFTWARE

- Accounting & Bookkeeping: QuickBooks Online (QBO), Xero, Wave, MYOB, Hubdoc, Dext Prepare, EzzyBills, Bill.com
- Property Management & Real Estate: AppFolio, Buildium, PropertyMe, PropertyTree
- Payments & Financial Platforms: Stripe, PayPal, Ramp, Wise
- Project & Operations Management: Monday.com, ClickUp, Asana, Trello, Airtable, Notion
- Communication & Productivity: Microsoft Office, Google Workspace, Slack, Google Sheets
- Industry / Business Systems: Simpro, ServiceM8

TRAININGS AND CERTIFICATIONS

- Bookkeeping and QuickBooks Online Training
  New Generation Academy 2024
- Real Estate Management
  Stafflink Academy
  July 2023
- Office Productivity and Multimedia Training (Adobe and Microsoft Office Package)
  AMA Computer Colleges
  October 2015