Audrey Eggleston

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Professional summary

Detail-oriented accounting professional with 8+ years of relevant experience across bookkeeping, administrative support, and financial data management. Skilled in QuickBooks Online, Excel, accounts payable and receivable, payroll support, reconciliations, invoicing, tax documentation, and records organization. Brings remote collaboration experience, strong accuracy, and a Bachelor of Science in Finance and Technology.

Work authorization

Authorized to work in the US for any employer

Work experience

Dietary Aide

CIMA Healthcare | Katy, TX

July 2026 to Present

- Followed established procedures accurately while supporting daily meal operations in a healthcare environment
- Maintained organized kitchen supplies and records while monitoring food handling and temperature controls
- Supported residents with special dietary needs through careful order review and accurate meal preparation
- Coordinated meal service, portioning, plating, and cleanup to maintain consistent daily operations

Tax Preparer

FFS Taxes | The Woodlands, TX

December 2025 to May 2026

- Reviewed financial records and tax documents for completeness, accuracy, consistency, and compliant client filings
- Corrected payroll W 2 and W 3 entries to help prevent filing rejections and maintain accurate records
- Communicated with clients to obtain missing documentation and resolve incomplete financial information
- Prepared organized tax documentation while following established federal filing requirements and procedures

Virtual Office Assistant

Eggleston Courier Service | Remote

July 2025 to January 2026

- Entered and organized financial data in QuickBooks and Microsoft Office with strong attention to accuracy
- Supported bookkeeping, reporting, scheduling, and administrative coordination for multiple clients
- Managed digital and physical filing systems to improve document organization, retrieval, and workflow efficiency
- Prioritized competing tasks and deadlines while maintaining reliable remote office operations

Freelance Virtual Assistant

Career Transition | Remote

May 2018 to June 2025

- Coordinated meetings, maintained organized records, and provided dependable remote administrative support
- Prepared client documents and organized email inboxes to support accurate, timely information management
- Scheduled appointments and balanced deadlines across multiple assignments using Microsoft 365 and Google Workspace
- Supported daily remote operations through consistent communication, document handling, and task prioritization

Accounting Assistant

Robert Cross Management Services | Louisville, KY

November 2017 to May 2018

- Supported accounts payable, accounts receivable, invoicing, payroll, and account reconciliations

- Maintained accurate accounting records using accounting software and Excel for day to day finance operations
- Assisted with monthly financial reports, balance sheets, and organized accounting workpaper preparation
- Completed bookkeeping, financial document filing, and administrative tasks to support timely accounting workflows

Office Assistant

Southeastern Indiana Title Co. | Jeffersonville, IN

June 2012 to May 2016

- Completed accurate data entry, document processing, and records organization to support office operations
- Organized filing systems and office records for reliable document retrieval and information management
- Managed front desk correspondence and multi line phone communication in a fast paced office
- Coordinated courier services and completed clerical tasks requiring consistent accuracy and follow through

Education

Finance and Technology (Bachelor of Science)

University of Phoenix | Remote

September 2025 to Present

Health Care Administration / Management (Associate of Science)

Brown Mackie College

January 2014 to October 2016

Skills

QuickBooks Online | QuickBooks | Accounts payable | Accounts receivable | Payroll data entry | Bookkeeping | Accounting data entry | Financial data management | Account reconciliation | Client invoicing | Microsoft Excel | Google Workspace | Data entry | Records management | Remote Collaboration

Languages

English