

# ARIANNE JOHNSON-WEAVER

Bookkeeper Accounting

## PROFESSIONAL SUMMARY

Bookkeeper with over 5 years of experience in financial operations, excelling in QuickBooks proficiency, tax compliance, and financial reporting. Demonstrates strong analytical skills in optimizing tax strategies and managing cash flow effectively, while enhancing client relations through effective communication. Committed to leveraging expertise in data entry and financial analysis to drive accurate reporting and support business growth.

## EMPLOYMENT HISTORY

### TAX PREPARER H&R Block

2024 - Present  
Safford, AZ

- Analyze tax scenarios for accuracy and efficiency, ensuring compliance with current tax laws.
- Implemented processes that reduced preparation time by 30%, enhancing client satisfaction.
- Maximize client refunds by thoroughly reviewing deductions and resolving inquiries promptly.
- Examine financial documents to identify deductions, providing clear explanations to clients.

### INSURANCE AGENT CSAA Insurance Group

Jan 2024 - May 2024  
Remote

- Examined policies for compliance, reducing legal risks and enhancing satisfaction.
- Resolved claim disputes, improving resolution processes and client trust.
- Refined policy processes, boosting operational efficiency and satisfaction.
- Developed strategies for streamlined claims, achieving measurable improvements.
- Ensured regulatory adherence, minimizing legal exposure and enhancing processes.

### INSURANCE AGENT Graham Agency

Mar 2023 - Oct 2023  
Morenci, AZ

- Boosted insurance sales via strategic client acquisition and retention efforts
- Enhanced policy retention and referrals through industry trend analysis
- Directed digital marketing to increase lead generation and conversion rates
- Optimized policy retention strategies by analyzing market trends for client loyalty
- Led initiatives resulting in improved client loyalty and increased referrals

### INFORMATION & COLLECTIONS OFFICER USDA Forest Service

Apr 2022 - Dec 2022  
Clifton, AZ

- Led digital projects enhancing data access and reducing paper use, boosting efficiency.
- Maintained federal compliance through effective resource and data management.
- Developed data strategies improving information management and workflow.
- Completed digitization projects, increasing operational effectiveness.
- Optimized information management with data-driven strategies, streamlining workflows.

### BUSINESS MARKETING SPECIALIST Wick Communications

Dec 2020 - Jan 2022  
Safford, AZ

- Managed financial operations, enhancing fiscal discipline and accountability.
- Analyzed market trends to boost customer interaction and engagement.
- Developed data-driven campaigns, increasing lead generation and conversion rates.
- Ensured brand consistency, optimizing marketing material effectiveness.
- Exceeded KPI targets through strategic campaign management and performance analysis.

## EDUCATION

### BACHELORS DEGREE BUSINESS MANAGEMENT Grand Canyon University

Feb 2018 - Jul 2021  
Remote

## LINKS

LinkedIn: [www.linkedin.com](http://www.linkedin.com),  
Facebook: [www.facebook.com](http://www.facebook.com).

## SKILLS

Financial Analysis, Data Entry,  
QuickBooks Proficiency,  
Payroll Management,  
Cash Flow Management,  
Attention to Detail, Problem Solving,  
Team Collaboration,  
Effective Communication, Adaptability,  
Bookkeeping, Financial Reporting,  
Tax Compliance, Client Relations,  
Budgeting,  
Financial Document Review,  
Regulatory Compliance,  
Policy Development,  
Client Engagement, Risk Management,  
Analytical Thinking.

## REFERENCES

**Stephanie Phillips**, H&R Block  
([Stephanie.phillips1@tax.hrblock.com](mailto:Stephanie.phillips1@tax.hrblock.com),  
19286511502);

**Heather Sandoval**, Ace Hardware  
([heathersandoval1257@gmail.com](mailto:heathersandoval1257@gmail.com),  
19289652825);

**Sandra Brymer**, Freeport Mcmoran  
(19282351312).