RENEE WALTON

REMOTE BOOKKEEPING & ADMINISTRATIVE SUPPORT
Southern California, United States | support@rwprescott.com | linkedin.com/in/reneewalton1111

PROFESSIONAL SUMMARY

Independent bookkeeping and administrative professional with 30+ years of experience in business operations, records reconciliation, data management, and administrative support. Owner of RW Prescott, an independently operated boutique firm providing bookkeeping, financial recordkeeping, and back-office support to small businesses and entrepreneurs.

Committed to accuracy, confidentiality, organized financial records, and dependable client service. Experienced in working independently, maintaining detailed records, identifying discrepancies, and supporting efficient day-to-day business operations.

CORE SKILLS

• Financial Records Reconciliation & Discrepancy Resolution • Billing Documentation Review • Data Entry & Verification
• Records Management • Spreadsheet & Report Review • Administrative Consulting • Confidential Information Handling
• Written Communication • Research & Information Organization • Administrative & Operational Support

PROFESSIONAL EXPERIENCE

Independent Bookkeeping & Administrative Support | RW Prescott | Self-Employed | 2026–Present
• Provide financial recordkeeping and administrative support services to small businesses and professionals.
• Identify discrepancies and maintain organized digital records with attention to accuracy and confidentiality.
• Manage independent business operations and administrative workflows to support efficient service delivery.

Virtual Administrative Operations Specialist | Independent Contractor | 2002 - 2025
• Managed online business ventures, overseeing administrative activities, content, and daily operations.
• Maintained business records, organized product and vendor information, and supported customer communications.
• Researched products, vendors, and services to support business decisions.

Charge Capture Coordinator | City of Hope National Medical Center | Duarte, CA | 1992–2002
• Coordinated billing documentation and data review across 16 ancillary medical departments.
• Reviewed records for completeness and accuracy; worked with staff to resolve discrepancies.
• Maintained confidential documentation and supported quality assurance through cross-checking and verification.

BOOKKEEPING CERTIFICATION & SOFTWARE DEVELOPMENT

Bookkeeping fundamentals, QuickBooks Online, and Intuit ProAdvisor— certification in progress

EDUCATION

Vocational College, Business Economics
Watterson College | Pasadena, California
Bachelor of Arts, Business Administration
Southern Methodist University
I**ntuit ProAdvisor Online Academy**
Certified Bookkeeping ProAdvisor -*In Progress*

REMOTE WORK STRENGTHS

Self-directed and dependable, with experience managing detailed work independently, communicating clearly in writing, maintaining organized digital information, and following accuracy-sensitive procedures. Equipped with a dedicated, private home office workspace suitable for confidential, security-conscious, and compliance-sensitive work.