



XLC

## CONTACT/HIRE

LCARRIER@LOCFINANCIAL.COM  
LOCFINANCIAL.COM

## PROFILE

I AM AN EXPERIENCED FINANCIAL ADVISER WHO HAS WORKED FOR CLIENTS OF ALL SORTS. I AM NOW BRINGING MY SKILLS TO THE ONLINE BUSINESS WORLD TO HELP ENTREPRENEURS KEEP THEIR BOOKS UP WHILE GROWING THEIR BUSINESS AND FOCUS MORE ON WHAT THEY DO BEST. WITH MY CUSTOM PACKAGES TAILORED SPECIFICALLY TO YOUR BUSINESS, I WILL TAKE AWAY THE STRESS OF KEEPING YOUR BOOKS UP AND GET YOU THE PRODUCTIVITY YOU DESERVE!

# Lo Carrier

## EXPERIENCE

**FINANCIAL ADVISOR/ACCOUNTANT/BOOKKEEPER**  
CHARLESTON, SC | AUGUST 2009-PRESENT



- Create, manage, and maintain budget & forecast for the company's future. Work closely with the CEO to ensure all billing, tax liabilities, assets, and payroll are scheduled and paid in advance.

## EDUCATION

**STUDIED BUSINESS MANAGEMENT AT  
THE COLLEGE OF CHARLESTON, SC**

## SKILLS

- Bookkeeping
- Reconciliations
- Budgeting
- Forecasting
- Creation of Standard Operating Procedures
- Inventory Documentation Strategies
- Research & Install of new software
- Quickbooks
- Microsoft programming
- Cloud setup and storage
- Vendor selection process
- Tax filing/receipt storage
- Fixed asset setup
- Payroll