

ROBERT COPE

Xero-Certified Bookkeeper | QuickBooks Online | Australian & US Bookkeeping Support

Philippines | robertthebookkeeper@gmail.com | linkedin.com/in/rocosolutions

PROFESSIONAL SUMMARY

Xero-certified bookkeeper with hands-on client service, internship, and project experience supporting Australian and US bookkeeping workflows. Skilled in bank reconciliation, transaction coding, accounts payable and receivable, invoicing, payroll support, GST coding, catch-up and clean-up bookkeeping, and financial reporting. Brings an analytical engineering background, strong accuracy, confidentiality, and dependable remote collaboration.

PROFESSIONAL EXPERIENCE

BOOKKEEPER | Task-Wise VA Consultancy Inc. | May 2026 - Present

- Support Australian bookkeeping workflows across transaction coding, bank reconciliation, accounts payable, accounts receivable, invoicing, and financial record maintenance.
- Review bills, invoices, receipts, and payment records to identify miscoding, missing details, and discrepancies.
- Perform catch-up and clean-up bookkeeping while maintaining organized, confidential records for timely review.

AUSTRALIAN BOOKKEEPER INTERN | BookWise Growth Clinic | March 2026 - April 2026

- Completed hands-on Xero work covering transaction coding, AP/AR, invoicing, bank reconciliation, payroll scenarios, GST coding, and BAS workflow support.
- Investigated and corrected incomplete or misclassified entries and prepared Profit and Loss and Balance Sheet reports.
- Used Xero tracking categories for cost allocation and management reporting.

SELECTED BOOKKEEPING PROJECT

US BOOKKEEPING TRAINING PROJECT | Borderless Accountants | May 2026 - July 2026

- Completed a January-December 2025 QuickBooks Online training case for a consulting-company scenario, reconciling twelve months with a \$0.00 difference.
- Reviewed, matched, and corrected transactions, including duplicate expenses caused by auto-posted bank rules.
- Generated Profit and Loss and Balance Sheet reports on both cash and accrual bases.
- Earned Rank #2 in US Bookkeeping Training and received the Helping Hands Award for participation and peer support.

SKILLS

Bookkeeping QuickBooks Online, Xero, bank reconciliation, transaction coding, AP/AR, invoicing, payroll support, GST coding, BAS workflow support	Systems & reporting Hubdoc, Dext, Microsoft Excel, Profit and Loss, Balance Sheet, cash- and accrual-basis reporting
Digital operations GoHighLevel, Facebook Ads, workflow automation, process documentation, troubleshooting	Professional strengths Analytical thinking, systems discipline, accuracy, confidentiality, remote collaboration, clear communication

EDUCATION & CERTIFICATIONS

Bachelor of Science in Mechanical Engineering - Mariners' Polytechnic Colleges Foundation, 2020

Xero Certified Associate Level 1 - Xero, 2026 | Xero Certified Professional Level 2 - Xero, 2026

Xero Master Workshop, 2026 | Certificate of Internship Completion: Mastery in Australian Bookkeeping & Payroll - AI-Powered Xero - BookWise Growth Clinic, 2026