

Michelle Everett

Chesapeake, VA • michelle.everett.tx@gmail.com

Senior Bookkeeper | Accounting & Operations Support

Real Estate Development | Multi-Entity Accounting | Trusts & Estates

Detail-oriented bookkeeper with 11+ years of experience managing financial records, reconciliations, and reporting for complex, multi-entity real estate operations. Skilled in supporting trust administration, tax preparation, payroll processing, and compliance activities. Known for accuracy, organization, and the ability to work closely with leadership, accountants, and legal teams in high-accountability environments.

Core Competencies

- Full-Charge Bookkeeping
- Bank & Account Reconciliation
- Financial Reporting Support
- Accounts Payable & Receivable
- Payroll Processing (W-2, 1099)
- Multi-Entity Accounting
- Trust & Partnership Accounting Support
- Cash Flow Tracking
- Tax Preparation Support & Documentation
- QuickBooks & Microsoft Excel
- Regulatory Compliance & Recordkeeping

Professional Experience

Bookkeeper / Accounting Support

Jaffe Caplan Fleder, Real Estate Development Firm — Virginia Beach, VA, June 2015 - present

- Maintain accurate financial records across multiple entities, including real estate holdings, partnerships, and trusts
- Perform monthly bank and account reconciliations, ensuring accuracy and timely resolution of discrepancies
- Assist in the preparation of financial statements and supporting documentation for internal and external reporting

- Support tax preparation processes by organizing financial data and coordinating with CPA firms
- Process accounts payable and receivable, ensuring timely payments and proper documentation
- Assist with payroll processing, including tracking hours, benefits deductions, and preparation of W-2 and 1099 forms
- Track cash flow and support the management of operating and investment accounts
- Maintain organized, confidential financial records in compliance with regulatory and internal standards
- Collaborate closely with office management, legal teams, and external partners to support overall operations

Administrative Assistant

Century 21 Paradigm — San Diego, CA, February 2002 – June 2005

- Supported office operations, client communication, and scheduling
- Maintained property listing data and created marketing materials

Freight Coordinator

United States Marine Corps — Okinawa, Japan, August 2000 – May 2001

- Maintained logistics and shipment records; prepared monthly reports

Passenger Terminal Liaison

United States Marine Corps — San Diego, CA, December 1997 – August 2000

- Coordinated passenger logistics and ensured compliance with procedures

Education

Pursuing a Bachelor of Science in Public Health

Old Dominion University

Associate degree

San Diego Miramar College, 2005