

Emmanuel M. Vixamar

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Customer Service Management Complaint Handling & Resolution Order to Cash Expert	Teambuilding & Training Certified Six Sigma Yellow Belt Financial Edge (Non-Profit ERP)	Microsoft Office Oracle ERP Quick Books SAP
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PROFESSIONAL EXPERIENCE

October 17, 2017 to December 20, 2017

American Dream Restaurant Group- Manager Sarasota, FL

Manage all daily restaurant operation such as assisting with payroll, money handling, and customer service, conduct interviews for potential new employees, new hire packet, I9-W4.

Coordinate daily Front of the House and Back of the House restaurant operations Deliver superior service and maximize customer satisfaction, respond efficiently and accurately to customer complaints, regularly review product quality and research new vendors, organize and supervise shifts.

Estimate future needs for goods, kitchen utensils and cleaning products, ensure compliance with sanitation and safety regulations

Manage restaurant's good image and suggest ways to improve it, control operational costs and identify measures to cut waste and create detailed reports on weekly, monthly and annual revenues and expenses

JULY 2014- CURRENT

Staff Accountant /Assistant to CFO, | Mote Marine Laboratory Sarasota, FL

Cross functional role spanning the Accounting/Administration office, Billing Operations, Prepare sales tax and review of all private and government grant as well as all state laws and regulation in order to maintain proper billing.

Reconcile Accounts Receivable and Accounts Payable to the General Ledger

Assist in set up and review of project records and prepare adjusting entries as needed,
under the guidance of the CFO and Controller.

Review and assisted with problem areas related to monthly invoices to contract and granting agencies and approved monthly grant invoices and Interface with internal program directors and external agency representatives regarding contract billing and reporting issues.

Reviewed fix assets, aged receivables, prepared and submitted recommendations for write-off of bad debts to the CFO for final approval.

Reconcile Accounts Receivable monthly billing to the General Ledger and verified details of transactions, including funds received and total account balances.

Assist in month end process, including but not limited to reconciliations, adjusting and accrual entries, updating the inventory and fixed assets schedules as well as the preparation of deferred revenue schedule.

Conduct monthly administrative duties such as credit card, wire transfer and billing reconciliation and month-end close tasks.

Review P&L accounts and prepare necessary journal entries and assist CFO with various finance

projects utilizing MS Word and Excel.

JUNE 2013-JULY 2014

Accounts Payable Coordinator/REO Specialist | Michael Saunders & Company | Sarasota, FL

Processed and managed vendor/supplier relations; oversaw the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions.

Maintained adherence to corporate, accounting and GAAP standards; addressed and escalated issues from employees/vendors regarding accounts payable; ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

Worked closely with business unit Director to ensure review of contracts for pertinent information and verified data entry for accuracy

Track title commitment for completion and performed review. Processed file, obtaining payoff information for property to continue and complete closing process including information such as HOAs, Cities, Sewer Districts, electricity and obtains referee data.

FEBRUARY 2009-JUNE 2013

VWA/Capgemini 2/2009-6/2013

Account Rep:

Review aging reports and initiate resolution plans for businesses with past due balances while managing portfolio of \$3.5M to assure past due balances stay at or below twenty-two percent of all receivables. Evaluate if credit or debits need to be issued and rationalize payment plans with customers. Perform routine accounting reconciliations, reduce account aging, and establish clear, concise communications with management to resolve billing disputes.

Responsible for applying cash receipts to customer accounts using Oracle Database and ERP systems.

Developed and maintained a professional service oriented relationship with Customers, Sales and other departments and administered all collection efforts related to open Accounts Receivables, including forecasting collection goals and escalation of customer disputes regarding invoicing and payments, as well as contract disputes.

Making decisions with clear authority to write off balances according to strict guidelines.

Preparing monthly reconciliation status reports for management.

EDUCATION

Drake Business School - Flushing New York (1998) Accounting and Business Mgmt.

ITT Technical Institute Bradenton 2015- Accounting

Six Sigma Certified Yellow Belt (Processional Development Certified-2012)

Affiliation: FBLA-PBL (Future Business Leaders of America) 501© (3)

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