

Emmanuel M. Vixamar

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<ul style="list-style-type: none">➤ Customer Service Management➤ Teambuilding & Training➤ Certified Six Sigma Yellow Belt➤ Yarn➤ NPM	<ul style="list-style-type: none">➤ HTML5➤ CSS3➤ JavaScript➤ React.js➤ React Router➤ .Net➤ Slack	<ul style="list-style-type: none">➤ SAP➤ Oracle➤ C#➤ SQL➤ VB➤ GIT➤ Github➤ Trello
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PROFESSIONAL EXPERIENCE

Suncoast Developers Guild | Full Stack Development Student | Tampa, FL

January 2019-April 2019

- ❖ An intense and immersive three-month code school focusing on training full-stack web developers.
- ❖ Spent an average of fifty to sixty hours per week planning and implementing code to complete full-stack web applications.
- ❖ Focused on HTML, CSS, JavaScript, React, SQL, and .Net

Voalte Inc. | A/P and Payroll Accountant | Sarasota, FL

April 4, 2018 to December 2018

- ❖ Payroll processes for all employees, including multi-state taxes and wage garnishments
- ❖ Initialize journal entries and balance out accounts.
- ❖ Weekly benefit reconciliations regarding 401K and health benefits
- ❖ Prepare and remit federal, state, and local tax reports in a timely fashion.
- ❖ Prepare and submit monthly Worker's Comp report to insurance carriers.
- ❖ Furnished company executives with A/P liability summaries and cash flow reports that were consistently praised for their accuracy, user-friendliness and timeliness.
- ❖ Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.

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

July 2014-April 2018

- ❖ Work with Administration and Accounting to ensure all tax and government grant information is filed properly for billing purposes.
- ❖ Reconcile Accounts Receivable and Accounts Payable to the General Ledger
- ❖ Working with senior management for budgeting and payment of monthly invoices.
- ❖ 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.

Michael Saunders & Company | Accounts Payable Coordinator/REO Specialist | Sarasota, FL
June 2013-July 2014

- ❖ 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.

VWA/Capgemini | Account Rep | Sarasota, FL
February 2009-July 2014

- ❖ 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

Suncoast Developer Guild- 2019

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)

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