

100 Montgomery St. 10th Floor

## PROFESSIONAL SUMMARY

## ACCOMPLISHMENTS

EA candidate

## SKILLS

- ## WORK HISTORY

### Accounts Receivable

- ### Accounts Payable

- ### Cashflow

- ### Monthly Closing / Quarter End Reporting

- ### Budgeting / Monthly forecasting

- ### Internal Audit

- 02/2018 to 04/2019

Alliance For Positive Health – Hudson, NY

- 02/2013 to 08/2017

**Alliance For Positive Health – Albany, NY**

### Accounts Receivable

- ### Accounts Payable

- ### Fixed Assets

- ### Outsourcing Project

- Monthly / Quarterly / Year-end closing

- 01/2010 to 01/2013

Biomet 3i Japan – City, STATE

- ## EDUCATION

05/2008

### **Bachelor of Science: Accounting**

University of Nevada - Las Vegas - Las Vegas, NV

05/2003

**Associate of Applied Science: Office Administration**

**College of Southern Nevada - Las Vegas, NV**

## LANGUAGES

**Japanese:**

**Negotiated:**

**English:**

**Negotiated:**