**Lisa Diamond**

**516-398-2299 lisadiamondandroid@gmail.com**

**SKILLS:**

**Notary Public, State of New York.**

**Microsoft Access, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Power BI, Shopify, QuickBooks, Quicken,**

**EDUCATION:**

**Champlain College, Burlington VT, Bachelor of Science Degree, Accounting, May 2015 to August 2018, 3.86 GPA**

**WORK HISTORY:**

**France and Son, Farmingdale, NY**

**Pricing and Product Data Processor, August 2019 to March 2020**

* Study brand and product functions.
* Verify and obtain information from various sources such as: Excel spreadsheets, PDFs, Vendor Websites, Google, etc.
* Update pricing and products in company website using spreadsheets and HTML code
* Use pivot tables in excel to prepare sales reports by vendor and by product category
* Analyze product sales to determine website updates
* Contact vendors and prepare inventory feeds to update in Shopify

**Staff Management, Levittown, NY**

**Data Acquisition Specialist, April 2019 to June 2019**

* Create and inquire about data
* Train data to build models
* Sort data and drawing
* Source data
* Assist in developing a system to interpret customer associate behavior

**Sutton Alliance, Valley Stream, NY**

**Post-Closing Coordinator, October 2018 to January 2019**

* Track and process closing packages
* Reconcile and balance closing package accounts
* Coordinate releases of escrow funds to pay real estate taxes, violations, and liens
* Review post-closing file status reports; report findings to manager and prepare necessary updates
* Create and update Excel spreadsheets to track history and status of inquiries of processed files

**Sidraine, Schwartz-Sidraine, Perinbasekar & Littman LLP, Rockville Centre, NY**

**Legal Clerk, April 2017 to July 2017**

* Bank and account reconciliations and analysis
* Record and apply deposits
* Billing and journal entries through QuickBooks and other ERP systems
* Prepare documents for filing in court

**Barry and Florence Friedberg JCC, Oceanside, NY**

**Staff Accountant, January 2013 to May 2015**

* Prepare spreadsheets for payroll and accounting reports in Microsoft Excel
* Monthly Bank reconciliations
* Record and apply deposits in CRM system
* Review new hire applications and ensure they satisfy I9 requirements
* Calculate sick leave and vacation time in Excel spreadsheets
* Process credit card transactions and enter information in CRM system

**Mothers Center Southwest Nassau, East Rockaway, NY**

**Staff Accountant, September 2006 to January 2013**

* Reconcile bank accounts in QuickBooks Online.
* General journal entries in QuickBooks Online
* Enter cash and checks into QuickBooks Online
* Record bank deposits
* Research and prepare budget reports
* Organize and enter payroll data into ERP system

**Telephonics Corporation, Farmingdale, NY**

**Associate Accountant, May 2001 to May 2006**

* Bank and account reconciliations and analysis in Excel
* General journal entries in Costpoint
* File Abandoned Property Reports with the state
* Reconcile Costpoint billing journals with excel spreadsheets
* Research information and prepare spreadsheets comparing forecast sales with actual sales
* Assist in month end and year end close