

Hayley McHugh

Contact

Address

San Diego, CA, 92117

Phone

(805) 338-2685

E-mail

hayleym522@gmail.com

Skills

Advanced interpersonal skills

Microsoft Office proficiency

QuickBooks expert

Account Reconciliation

AP/AR proficiency

Organization and Time
management

Detail-oriented

A results-orientated professional seeking to join a dynamic company in a junior accountant position. Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Experienced in tracking all expenses and reconciling accounts. A fast learner who will work hard to bring value to your company.

Work History

2019-10 -

Current

Billing Specialist/Office Manager

Austin Legal Group, APC, San Diego, CA

- Handles all AP/AR for 30+ vendors and 150+ clients
- Handles all collections averaging \$200K a month
- Manages all payroll and payroll tax processing via Quickbooks
- Oversees all bank statement/credit card reconciliations and tax document preparation
- Utilizes Bill for Time and Quickbooks for all AP/AR
- Answer all correspondence to clients and vendors
- In charge of maintaining and re-ordering all office supplies/equipment while staying in company budget
- Do research and report projects for CEO regarding industry trends
- Draft, finalize, and send out agreements, contracts, and any other documents to clients via DocuSign

2018-06 -

2018-08

Administrative Assistant

Courtney Thomas-Tobin, UCLA, Westwood, CA

- Organized/scheduled meetings and appointments
- Booked traveling arrangements
- Replied to email, phone, or face-to-face inquiries
- Handled multiple projects at once
- Liaison between Professor Tobin and her students and colleagues
- Used and are very familiar with Trello (electronic management system).

2018-05 -

2018-06

Intern

E.F. Lyons Real Estate, Pasadena, CA

- Entered information into databases
- Organized inventory property

- Reviewed and assisted in negotiating lease agreements
- Participated in property tours and site visits
- Wrote and sent correspondence to clients and tenants

Education

2015-08 - **Bachelor of Science: Business Administration, Marketing**
2019-05
San Diego State University - San Diego, CA

Affiliations

Member of the National Society of Leadership and Success -
Induction: May 2019, invitation only, GPA 3.0 +, leadership potential

Certifications

Quickbooks Desktop Certified