

# Moisés Valencia

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## ***Professional Objective & Profile:***

Seeking a position that will fully utilize my strong organizational skills, attention to detail and multi-tasking orientation to significantly contribute to a company's efficiency, organization and growth as a dynamic, self-motivated individual.

## ***Summary of Qualifications:***

- Full charge bookkeeping with strength in payables.
- Quickbooks Pro software certified. PC and Online versions.
- Excellent Windows operating system skills and proficient with Microsoft products. Outlook, Excel, Word, Powerpoint. Comfortable using Apple computers.
- Type 75 words per minute / 10 Key by touch.
- Able to succeed in a dynamic, high-pressure environment.
- Strong interpersonal skills with the ability to effectively communicate and establish relationships with all levels of an organization.
- Excellent Internet research skills and technology savvy.
- Independent Self-motivated worker who thrives in a team environment.
- English speaker with fluency in Spanish.
- Small business entrepreneur experience.

## **Professional Experience:**

**NOE VALLEY PEDIATRICS :: Independent Contractor / Consultant / Accounting**  
San Francisco, CA 2011-2018

**Accounting:** Full charge payables, managed and reconciled all bank accounts and credit cards. Daily bookkeeping, payroll, and month-end closing, and reporting. P&L analysis, expense analysis and vendor contract negotiation to reduce expense and maximize profits.

**IT Support:** Research of office equipment, computers, telephone, credit card machine installation, and maintenance.

**Human Resources:** Time clock setup and integration with accounting software. New employee hires packets. Tracked vacation, sick leave and managed IRA retirement accounts. Created an employee handbook.

**Marketing:** Created and maintained a business website.

**iHelp=Small Business :: Independent Contractor / Consultant / Bookkeeping**  
San Francisco, CA 2007-2011

**Software Setup:** Certified Quickbooks Pro user. Software set up, guidance and training for small business as well as Quicken software for small business. Research and set up third party software to be combined with QB as needed.

**Bookkeeping:** Data entry, Bank, Credit Card and Loan transactions Reconciliation, A/P, A/R, G/L entries. Organization of books, Catch up and preparation of reports to be submitted to CPA for Tax purposes. One time projects, weekly or bi-weekly meetings according to the client's needs as an independent contractor. Handled administrative responsibilities for some clients as needed.

**UNDER ONE ROOF :: Office Manager, Bookkeeper**  
San Francisco, CA 2006-2007

**Bookkeeping:** Accounts Reconciliation, Credit Card transactions, A/P, A/R, G/L entries, Government Grants using Business Works Accounting Software for a Non-Profit Organization.

**Administrative:** Handled administrative responsibilities for a small office.

**THE UP & DOWN CLUB (SITIO Inc.) :: CFO / Event Coordinator/ Partner**  
San Francisco, CA 2001-2006

**Entrepreneurial Experience:** Researching and formation of CA Corporation from beginning to end and anything related to starting your own business. Market research, SBDC Seminars, Business Plan, Permits and government regulations.

**Financing / Bookkeeping:** Handle all business accounts, payables, and receivables including payroll using QuickBooks Pro for funds and record-keeping and handling small company business finances.

**Administrative:** Managed calendar, scheduling, meetings and telephone calls for promoted and corporate events as well as personal finances for the Corporation and Officers. Handled all expense reports/reimbursements as well as the administrative duties required by the office. Hired, and managed the restaurant and bar staff. Assisted with weekend party promotions and acted as the event coordinator for private and special events.

**Bridge International :: Traffic Manager, Bookkeeping**  
San Francisco, CA 1997- 2001

**Traffic & Logistics:** Coordinated import/export of cocoa-related products, raw materials and confections in the chocolate industry for the Latin American market and the USA. Responsible for order processing, logistics, price negotiations, and cost analysis. Handling of import/export documentation for international shipments. Follow up on international sales by coordinating with customs brokers and importers. Arrange shipping and monitor of the products in transit from origin to destination to ensure that product timelines were met. Research, analyze and identify suppliers of products and buyers according to the necessities of the client. Arranged appointments and scheduled travel arrangements for sales reps.

**Accounting:** In charge of all internal accounting including international wire transfers payables and receivables. Forecast and reports on estimated profitability for the Management and Sales Team. Reconciliation of several bank accounts on a monthly basis. Bank deposits and payables checking.

**Customer Support:** Customer Support: Provided superior satisfaction to customers through attention to detail and by following-up on all international sales with documentation and logistics.

## **Education:**

**QuickBooks Pro Certification**  
INTUIT INC.  
San Francisco, CA 1999

**Bachelor of Arts**  
NAPA VALLEY COLLEGE  
Napa, California 1997

**International Trade Course**  
UNIVERSITY OF CALIFORNIA,  
Berkeley CA, USA 1999

**Bachelor of Arts, Sociology**  
UNIVERSITY OF GUADALAJARA  
Guadalajara, Jal., Mexico 1994