***Valentina Sanders***

2117 S.E. Dolphin Rd.

Port St Lucie, Florida 34952

## navielisvillegas@gmail.com

786-552-2735

https://www.linkedin.com/in/valentina-sanders-26360565/

A highly motivated bilingual (spanish), creative, with a strong initiative, problem-solving skills and self

confident. Able to grasp new concepts quickly and manage multiple priorities in an accelerated environment.

Reliable and responsible. Willing to accept new challenges.

**Education**  **University of Carabobo. 2002-2007. Venezuela.**

Certified Public Accountant.

**Work**

**Experience**  **Midway Scape Supply. January 2017 – Present. Fort Pierce, Florida.**

**Administrative Assistant - Bookkeper:**

Customer service, Office skills such as: filing memos, record keeping, cashier, make the deposits of

The day sales, Computer skills, including Word/Excel/Power Point/Email, Quoting products, doing

estimates and scheduling deliveries. Monitoring the company’s inventory. Accounts Payables, Issue

Purchase orders, financial reports, entering sales tickets on Quickbooks, Bank reconciliation, make

Payments. Florida Sales Taxes.

**JMC Services. November 2016-December 2016.** **Orlando, Florida.**

Comercial Cleaning Services.

**Royal Maid Service. October 2016-November 2016.** **Orlando, Florida.**

Home Cleaning Services.

**Instituto Nacional de Salud Agrícola Integral. June 2012-November 2015. Venezuela.**

Regional Administrator: Encharged by Cash Journal at the National Institute of Agricultural Health,

filing memos, record keeping, computer skills.

**Tecnologic Center YBT, C.A. September 2011-December 2011. Venezuela.**

Accounting Assistant. Account Payables, Tax Returns.

**Iderna de Venezuela C.A. August 2009-April 2011. Venezuela.**

Sales Representative and Collections.

**Municipality Brion of Miranda State. April 2008-December 2008. Venezuela.**

Head of Tax Accounting. Bank reconciliations.

**Internships**

**while in school**

**Investments Bande & Dominguez. May 2007-July 2007. Venezuela.**

Administrative Assistant. Prepared Sales Tax Returns.

**Accounting Firm Geny E. Tanzella L. January 2007-May 2007. Venezuela.**

Accounting Assistant, Bookkeeping responsibilities including entering Sales, Billing, and Expense

journal transactions for multiple clients. Accounting Software DATAPRO.

**Sanford Brands Venezuela, L.L.C. October 2005-February 2006. Venezuela.**

Internship in Costs Department. Accounts Payable duties recording purchase invoices for the costs

of materials for the largest office supply production company in Venezuela. Took rolling physical

counts Finished Goods Inventory and Marketing Materials Inventory. Keep track of the weekly

count of waste and incoming and outgoing goods.

**Accounting Firm Quintero & Asociados. January 2005-May 2005. Venezuela.**

Accounting Assistant. Bookkeeping responsibilities including entering Sales, Billing, and Expense journal transactions for multiple clients. Maintained Petty Cash. Accounting Software GALAC.

**C.A. Tabacalera Nacional. April 2001-August 2001. Venezuela.**

Internship in Planning Department Stock materials.

**Skills and abilities**

\* Certified Public Accountant.

\* Proficient and fluent in Spanish.

\* Proficient in QuickBooks.

\* Skilled with Microsoft Word, Excel, PowerPoint, Social Media.

\* Skilled with computer systems like QuickBooks and others accounting softwares.

\* Quickly learn procedures and methods.

\* Team Player.

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