

Jose Cortes

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📍 841 Lilly St, Madera, CA 93638

Summary:

Highly motivated and customer-focused individual with a background in accounting, computer science, and data entry. Proficient in programming languages such as C++, HTML, and CSS, and experienced in using accounting software and systems. Strong analytical skills, customer service skills, and bilingual in English and Spanish.

Education:

- Computer Science Undergraduate: California State University, Fresno, CA – Spring 2024
 - Experience with accounting software and systems such as Excel, Word, and other enterprise resource planning (ERP) systems.
 - Strong analytical skills and ability to identify and resolve discrepancies in financial data.
 - Proficient in programming and computer science, including experience with programming languages such as C++, HTML, and CSS.
- High School Diploma: Madera South High School, July 2020

Experience:

Assistant, La Sierra Lawn Service, September 2020 – November 2022

- Performed data entry and invoicing for bookkeeping and fiscal management using MS Office
- Maintained and updated client records and financial documents
- Communicated with clients and employer to address inquiries via phone and chat
- Functioned as main point of contact between clients and employer, efficiently overseeing all communication and scheduling needs

Skills:

- Strong accounting skills, including bookkeeping and financial analysis.
- Experience in data entry and management.
- Strong organizational and time management abilities.
- Strong verbal and written communication skills.
- Proficient in programming and proficient in using the Microsoft Office Suite.
- Language skills: Proficient in English and Spanish, able to read, write and speak both languages fluently.
- Ability to work independently and as part of a team.
- Strong customer service skills and experience working with clients.

Certifications:

- Precision Exams Career Skills Certificate in Word Processing (262)
- Microsoft Office Membership
- Adobe Membership