LoriAnne Jazzar

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**Employment Highlights**

Support Staff Member Macy’s Tigard, OR 09/12 – 06/13

Worked on receiving dock opening and processing merchandise shipments. Worked with annual inventory team. Assisted sales personnel during peak sales times and maintained fully stocked shelves. Assisted Fufillment department with outgoing shipments.

Operations Manager Residential Equity Partners Beaverton, OR 02/10 – 12/10

Reviewed financial reporting from property management company. Worked with property site and accounting staff to correct and prevent future accounting errors. Trained site staff on account coding and software usage. Managed administrative and accounting for small office. Created specialized reporting including marketing cost and lead cost analysis.

Financial Accountant Cushman & Wakefield Portland, OR 04/09 – 11/09

Prepared and analyzed monthly owner packages including balance sheet, profit and loss statement, rent roll and specialized reports. Processed accounts receivable, accounts payable and banking for multiple properties. Prepared payroll submittals and preformed allocation of shared personnel resources. Maintained reconciliation of tax trust account.

Staff Accountant Schnitzer Steel Portland, OR 05/08 – 02/09

Prepared and analyzed balance sheet, profit and loss statement flux analysis reports presented to upper management on a monthly basis. Modified, documented and coordinated implementation Unclaimed Property & Charitable Contributions procedures to meet internal compliance needs and state requirements. Devised forms and prepared procedures for bookkeeping and clerical personnel who prepared monthly expense accruals. Restructured and improved complex bank reconciliation process

Staff Accountant KLC-Accountemps Portland, OR 7/07 – 05/08

Prepared, examined, and analyzed accounting records, financial reports to assess accuracy and completeness of multiple entities. Calculated, prepared, and issued bills, invoices, account statements, and other financial statements according to established procedures. Devised and implemented procedures to exchange data between incompatible accounting systems.

Accounting Manager Digital View San Jose, CA 4/06 – 7/07

Executed all daily operations of accounting department, including Banking, A/R, A/P and Payroll. Prepared, examined, and analyzed accounting records and financial reports. End of month processing with journal entries and reconciliations.

Accountant / Marketing Go Figure! Sacramento, CA 1/05 – 3/06

Conferred with potential customers regarding needs and advised recommended levels of service, design of accounting systems, recommended procedures to promote levels of accountability. Provided consistent results setting up new company books, converting accounting software programs and cleaning up accounts. Responsible for maintaining books for multiple clients on a weekly or monthly basis. Processing payroll both manually and using payroll service. Prepared and analyzed accounting records and financial reports from information provided by client.

**Knowledge, Skills & Abilities**

Microsoft Office, QuickBooks, Windows OS, Payroll Software, Oracle, Yardi, Capture, Peachtree, and other programs.

Ability to quickly master new computer software programs

Advanced knowledge and experience with accounting processes and procedures

Strong organizational and procedural development abilities

**Professional Training & Associations**

Portland Community College – Current Student – 3.76 GPA

Heald Institute of Technology /Business College – Associate of Applied Science in Electronics Technology / Accounting Program

Toastmasters International – Past VP of Marketing and VP of Education