

ANA VALDIVIA

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EXPERIENCE

DEC. 2019 - PRESENT

STUDENT, UCLA EXTENSION FULL STACK CODING BOOTCAMP

- Developing Technical Skills in: HTML, CSS, JavaScript, jQuery, Bootstrap, Responsive Design, Node.js, React.js, Heroku, MongoDB, MySQL, Java

OCT. 2016 - PRESENT

STATE UNEMPLOYMENT TAX MANAGER, EMPTECH

- Manage daily operations of a team that delivers unemployment tax rate information to over 50 clients with multiple accounts.
- Calculate and update information regarding state unemployment tax rates. Access the favorability of making voluntary payments in order to lower taxes.
- Process state reporting in regards to opening new Withholding Tax and Unemployment Tax accounts.
- Manage M&A, merger and acquisition, reporting projects for multiple companies.
- Developed and maintain an unemployment tax rate calculating platform directly with the Web Development team.

SEP. 2009 - JUL. 2018

BOOKKEEPER, VONS

- Maintained accounts and receivable documentation electronically and on hardcopy.
- Balanced registers using Veribalance and monitored the movement of fund in order to reduce losses.

EDUCATION

SEPTEMBER 2015

UNIVERSITY OF CALIFORNIA, LOS ANGELES

Bachelors of Arts, Geography

JUNE 2013

EL CAMINO COLLEGE

Associates of Science, Mathematics

SKILLS

- Strong mathematical and analytical skills
- Bilingual English/Spanish (oral and written translation)
- Excellent problem-solving abilities
- Word Certified and Excel Proficient