# {NAME}

Email: {EMAILADDRESS}

Address: {MAILADDRESS}

**WORK EXPERIENCE**

## Accounting Clerk/ Front Desk Manager

RAN Transportation Services Feb 2006 to Jun 2014

Manage front desk employees while maintaining proper internal controls

* Responsible for end of the month bank reconciliations using Quickbooks accounting software
* Assist with the collections of aging accounts by phone calls, mailing notices on a monthly basis
* Input account payables, account receivables and expenses on a daily basis
* Responsible for creating quarterly closing statements, profit and loss reports, and income statements

## Bookkeeper

FMI International Jan 2005 to Dec 2006

Maintain relationships with clients by providing excellent customer service

* Program Quickbooks set up for new clients
* Manage account payables for clients by paying vendors, sub-contractors and employees

## Billing Clerk/ Accounting Clerk

FMI International Jan 2005 to Jan 2006

Responsible for daily administrative operations

* Responsible for receiving mail, sorting, and mailing out documents for supervisor
* Created inventory reports for end of the month closing statements
* Maintained account payables and created bills using SAP program software

**EDUCATION**

Associates of Science in Accounting

{UNIVERSITY}

August 2001 to December 2004

**SKILLS & LEADERSHIP**

Fluent in Spanish

Leadership, Extra-Curricular Activities, Certifications, and Awards

* Licensed Enrolled Agent for the Internal Revenue Service
* ALPFA - Empowering Latino Leaders
* Completed 150 units for the CPA license requirement
* Actively studying for the CPA examination using Gleim Review course