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| **ABEL GARRIDO (agarrido84@gmail.com)**  (303) 999-6683 [personal website](https://bohemianabe.github.io/react_portfolio_multipage/#/) |

**OBJECTIVE:** To obtain an accounting position that includes ranges of duties in maintaining the financial well-being of its budget operations. Writing up budget proposals, and maintenance of analysis.

**EDUCATION:**

Radford University- *Radford, Virginia* *December 2007*

B.S. Degree, Communications

**QUALIFICATION HIGHLIGHTS:**

* 8+ years of prior work experience within Accounting Departments performing various duties in payables, receivables, general ledger, expense reports and revenue analysis.
* Adept at mastering new skills and software and training others.

**PRIOR WORK EXPERIENCE:**

ACCOUNT COORDINATOR – Washington DC (2018- March 2020) *OTJ Architects Inc*

* Managed three studios’ collections and internal reports. Duties included:
  + Administering government contract requirement, verified compliance, monthly invoicing, and monitoring progress/status of project.
  + Weekly detailed a/r reports tailored for each studio. Status of collections, and forecasting.
  + Duties included crossovers into a/p responsibilities, and working with vendors to reconcile payments.
  + Working in tandem with marketing dept. over contract proposals.

ACCOUNTING SPECIALIST- Arlington, VA (2015-2018) *Suite Solutions LLC*

* Disseminated regular invoices to clients, as well as weekly collections.
* Daily bank deposits and office research reports, as well as outreach to vendors on billing discrepancies.
* Tax research and collection.

English Instructor- Bogota Colombia (2013-2015) *Berlitz*

* Teaching adult professionals in the field of banking, accounting, government and business how to conduct lectures, and business conversations in English.
* Preparing daily classroom materials.

ACCOUNTING ANALYST– Alexandria, VA (2008-2012) *CIMA Incorporated*

* Managed and coordinated revenue accounts and generated invoices for professional services.
* Investigated and resolved financial account discrepancies in coordination with multiple departments for large revenue accounts.
* Reviewed and processed expense reports, Accounts Payable, Accounts Receivable, General Ledger and Financial Reports.

ACCOUNTING CLERK- Washington, DC (2007-2008) *American Academy Of Orthotist and Prosthetists*

* Organized and presented advanced financial materials and reports in trade specific Accounting software.
* Generated and reviewed reports for Accounts Payable, Accounts Receivable and Overhead Expense.
* Reviewed and processed sub consultant vendor invoices and coordinated professional association dues and annuities.
* Examined and complied with government and professional association guidelines regarding government sponsored grants.
* Researched and executed additional tasks as deemed necessary.

**Software:**

Microsoft Office, Deltek, Access, Python

**SPECIAL SKILLS:**

WEB DEVELOPMENT: Familiarity with coding languages: HTML, CSS, JavaScript, database SQL management, and Python for data analysis.