

Jennifer Gomez

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PROFILE

My expertise include yet are not limited to high volume accounting, construction accounting and software engineering. I have knowledge in all accounting aspects from accounts receivables & payables, general ledgers, legal and accounting issues.

WORK EXPERIENCE

Environmental Contracting Corporation Los Angeles, CA — 2019- Present

Accountant

Oversee all new and existing multi million dollar projects which include the role of creating proposal billing drafts based on percentage projections. I work with connecting new subcontractors in our SQL and LIBRA system for current or potential projects. During current project I am in charge of managing all finances to adhere to the projects contract budget. Once a project is completed I oversee and disburse over MM payments to all subcontractors, which include collections of Unconditional Final reports.

Robert Half

Los Angeles, CA — 2018 - 2019

Accountant

I had the opportunity to work at two different locations, one including the top Kombucha company of the country. GT's Living Foods is one location where I over seen their accounts receivables and payables. Another location I had the opportunity to work at was Repurpose as an accounts receivable clerk. I had the roles of working on backlog of A/R and cash application, entering charges and other miscellaneous activities

SP+ Corporation

Santa Ana, CA — 2015 - 2018

Bookkeeper

Responsible to create monthly analysis reports for 6 six locations over 2,400 accounts, including verification of revenue on AR reports complete and submit DR's (daily revenues) on Telerev. Managed setting up online accounts, sent out account invoices, completed online billing, posted payments to the servers, and completed bank reconciliation for 4 accounts.

EDUCATION

UCLA Full Stack Coding Bootcamp

Los Angeles, CA

Candidate, Full Stack Web Development Coding Bootcamp

December 2020

Chaffey College

Rancho Cucamonga, CA

Business Administration - Accounting and Finance

September 2013

SKILLS

Bilingual in Spanish. Softwares: PC and MAC, proficient in Microsoft Suite/Outlook, Quickbooks certified, SAS, CARS, TeleRev, SQL, LIBRA, Javascript, CSS, JQuery, Sequalize, MongoDB, Python.