**ANILA VOORA**

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**EDUCATION**

**University of California, Irvine** Irvine, CA

*Bachelor of Arts, Economics*  Expected Graduation June 2012

**Irvine Valley College** Irvine, CA

*Accounting Minor (GPA 3.75)* May 2012

**EXPERIENCE**

**Office of Assemblyman Jim Silva** Huntington Beach, CA

*Account Executive* February 2012 – Present

* Consolidate database of 200,000 citizens and voters and update contact information
* Prepare correspondence to the assemblyman’s constituents and respond to daily emails
* Volunteer and accompany Jim Silva to public fundraisers to raise $5000 and generate awareness for various startup companies

**PBL Engineering** Irvine, CA *Accountant*  December 2011 – Present

* Create and organize chart of accounts in Quickbooks – major accounts receivables including Anheuser Busch, Nestle, and Brighton Engineering
* Present and prepare monthly financial statements for the president, reconcile three bank accounts, and maintain cash flows of $750,000 for accounts receivable and accounts payable
* Oversee financial accounting for bank deposits, quarterly W-2 taxes, personal loans, and 1099s

**The Peterson Group** Newport Beach, CA

*Account Coordinator* February 2011 – August 2011

* Delivered presentations and made recommendations to the vice president using System Data Solution (SDS) method in team meetings
* Collaborated with senior project managers and graphic designers to reduce project costs of 13 corporate accounts, Xerox, Waste Management and Southern California Edison, by $4,000
* Coordinated projects for large companies including a recycling campaign for Los Angeles County budget $200,000, assisted the CEO to create the proposals, and proofread event reports

**Williams Whittle** Fresno, CA

*Junior Accountant*December 2008 – January 2011

* Improved company’s filing system digitizing all eight accounts including personal and payroll and updated weekly excel spreadsheets of income totaling $260,000
* Designed cost cutting proposals by auditing records and presented ideas to manager and Chief Financial Officer and reduced monthly expenses by 5%
* Audited and reviewed bookkeeping prior to presenting accounts to state licensing board – saved company $35,000 in fines

**ADDITIONAL INFORMATION**

Computer: QuickBooks, EViews, Adobe Photoshop, BigTime, Constant Contact

Office: Microsoft Excel, Word, & PowerPoint

**AWARDS**

Deans Honor List (2008, 2011)