**Vanessa Ramirez**

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**OBJECTIVE**: Seeking a position in which I can maximize my Accounting/Administrative skills with a well-established organization that will lead to a lasting relationship in the field of finance/business.

**QUALIFICATIONS:** High interpersonal, professional, written and verbal communication skills. Goal driven, dependable and reliable. Work well under pressure and in a fast paced environment. Well organized, highly motivated, savvy learner and PC literate. Detail oriented with exceptional data entry skills. Team oriented, finish projects/work on time, and a strong work ethic.

**EDUCATION:**

o *2005-2009* Middlesex Community College, Associates in Accounting

o *2001-2005* Maloney High School, High School Diploma in General Studies.

**EMPLOYMENT:**

*2012-Present Fiondella, Milone & LaSaracina, LLP (CPAs)–Administrative Assistant*

•          Answering Phones, meeting & greeting customers

•          Billing & Purchasing

•          Creating & Editing engagement letters, reports (practice mgmt)

•          Expense & Statement Reconciliation

•          Tax Return processing, Filing, Mail, Scheduling and WIP transfers

*2009-2011 Jarvis Products Corp- Accounts Payable/Inventory Clerk*

•          Matching AP packets with vouchers; Invoice, Purchase Order, Receivers

•          Job Costing, data Entry in Mapics, filing

•          Entering vouchers into system, month end accrual, statement Reconciliation

•          Cutting and distributing checks, dealing with vendor discrepancies

•          Inventory, job close outs, receiving, cycle count

*2007-2009 Atlas Container- Accounts Payable/Secretary*

•          Matching AP packets with vouchers; Invoice, Purchase Order, Receiver.

•          Enter vouchers into company’s system for payment

•          Month end accrual, statement Reconciliation

•          Purchasing, direct contact with vendors

•          Filing, faxing, mail, archiving

•          Switchboard operator, roll stock clerk

•          Creating memos, creating excel spreadsheets

•          Receiving, travel arrangements, holiday parties

•          Meeting and greeting customers

*2005-2007 Calcagni Real Estate- Office Courier/Data Entry Clerk*

•          Delivering and picking up interoffice mail

•          Errands, administrative assistant to HR

•          Archiving, Data entry into Excel

**EXPERIENCE:** Accounts Payable, Administrative Support, Secretary, Switchboard Operator, Inventory Control, Microsoft Office. Tax Preparer. 65WPM.