

# David Ortiz

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## Professional Profile

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Experienced, independent accounting professional and entrepreneur, with finance, marketing, and management background that focuses mainly on exceptional customer service and teamwork. A self-starter, with a strong learning aptitude and inquisitive.

## Relevant Skills

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- **Software & Applications:** Microsoft Office, HTML 5 & CSS, Photoshop, Most QuickBooks products, Cougar Mountain Accounting for Not-for Profits, Ninox.
- Knowledge of several social media platforms: Facebook, Twitter, Instagram, Pinterest, etc.
- Proficient in general accepted accounting principles, and bookkeeping.

## Experience

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### Owner, Sharp Edge Sports Collectibles LLC, Secaucus, NJ

April 2014- present

- Own and operate an online sports collectibles and memorabilia retailer, primarily selling autographed and rare sports trading cards and memorabilia
- Providing high quality products and services; considered a "Top Rated Seller" on eBay Marketplace
- Developing and implementing a market strategy, which involves using social media sites, Facebook, Twitter, and Pinterest to draw attention to our eBay store.
- Designing and cultivating a customer database, collecting vital information to best serve our nearly 600 customers and rising.

### Staff Accountant, National Hemophilia Foundation, New York, NY

December 2000 - January 2012

- Collaborated with other departments to assist with budgeting and various fundraising projects.
- Developed and updated accounting procedures for our accounting policies and procedures manual.
- Trained new staff on accounting software.
- Maintained supporting documents for monthly and annual financial statements.
- Collaborated with auditors during preliminary and year-end audit processes.
- Coordinated various accounting software projects to improve efficiency in finance and accounting department.

### Accounting Associate; Guilian & Company, New York, NY

January 1998 - December 2000

- Processed various state and federal individual and business tax returns for our clients.
- Investigated and resolved issues between our clients and tax agencies via telephone and correspondences.
- Reconciled multiple bank statements for 75 clients monthly.
- Executed administrative and clerical duties.

## Education

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A.A.S Degree, Accounting

CUNY- Borough of Manhattan Community College- New York, NY

B.S. Degree, Sport Management

Post University, Accelerated Degree Program- Waterbury, CT