

Josemilio Salazar

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Professional Summary

Aspiring CPA with strong written and verbal communication skills, accompanied by a strong base in accounting, tax, and financial analysis. Dedicated to leveraging analytical skills, technology, and problem-solving abilities to absorb industry knowledge while cultivating an entrepreneurial mindset to grow and adapt in the accounting profession.

Education

Accounting & Analytics B.S., California State University - East Bay August 2024 – Present

- Junior expected to graduate in May 2026 with CPA exam eligibility.
- Relevant coursework completed with grade of 'A': Financial Accounting, Intermediate Financial Accounting, Managerial Accounting, Financial Management, Federal Taxation of Individuals, Business Law, Business Communication, Finite Mathematics for Business, Macroeconomics, Marketing Principles.

Experience

Owner, Elevate Health Products, LLC - Remote January 2015 - December 2024

Founded single-member LLC offering sports supplements via online sales and B2B private label services.

- Financial Management & Reporting** – Maintained accurate financial records by tracking sales, expenses, and cash flow. Recorded and categorized transactions in QuickBooks, maintaining organized financial data. Reconciled business bank accounts monthly to verify accuracy and prevent discrepancies.
- Revenue & Expense Management** – Managed accounts receivable and payable, verifying timely customer payments and vendor obligations. Prepared basic financial reports, including profit and loss statements, to assess business performance. Monitored inventory costs and expenses, adjusting pricing strategies to sustain profitability.
- Tax Compliance & Regulatory Requirements** – Filed quarterly and annual LLC tax returns in compliance with state and federal regulations. Collected and remitted sales tax accurately based on applicable tax laws. Worked with a tax preparer to confirm proper classification of business expenses for deductions.
- Process Improvement & Efficiency** – Implemented Excel spreadsheets to track revenue and expenses and reduce bookkeeping time. Improved record-keeping efficiency by automating transaction imports to QuickBooks from Shopify, Amazon, etc. Identified cost-saving options to reduce unnecessary expenses by 18%.
- Business Operations & Vendor Management** – Negotiated supplier terms and bulk pricing for superior cost management. Processed customer orders and refunds, handling payment disputes as needed. Maintained accurate inventory tracking to prevent stock shortages and overages.

Pre-Delivery Supervisor, Tesla - Irvine, CA February 2018 - June 2022

- Financial & Inventory Management** – Managed vehicle inventory worth up to \$65 million by reconciling incoming shipments with customer purchase orders, maintaining 100% accuracy in vehicle tracking. Led end-of-month inventory audits to identify discrepancies and improve reconciliation efficiency. Coordinated cost-efficient vehicle allocation and logistics to minimize storage costs and expedite deliveries during peak end-of-quarter demand.
- Data Analysis**: Extracted and analyzed vehicle inspection data using SQL to identify inefficiencies in defect logging, leading to process changes and new training that accelerated inspection completion rates by 20%. Created and shared Power BI dashboards with leadership to track team performance and with factory teams to address recurring vehicle defects, reducing rework on pre-delivery vehicles by 15%.
- Accounts Payable & Receivable Oversight** – Processed high-volume customer transactions with accurate invoicing and compliance with Tesla’s financial policies. Verified and reconciled customer payments, deposits, and refunds in accordance with Tesla’s accounting procedures. Assisted in tracking financial adjustments related to order changes, incentives, and state/federal rebates.
- Compliance & Reporting** – Verified regulatory compliance for financial documents, including sales contracts, tax forms, and DMV paperwork. Conducted daily and weekly reporting on vehicle deliveries, revenue impact, and operational efficiency. Maintained audit-ready documentation by verifying all financial transactions met Tesla’s internal controls and policies.
- Process Improvement & Efficiency** – Implemented process improvements that reduced delivery processing times by 15%, boosting customer satisfaction. Identified cost-saving opportunities in logistics and pre-delivery operations, contributing to Tesla’s operational efficiency. Assisted in the implementation of new tracking systems to improve financial accuracy and reporting speed.
- Cross-Functional Coordination** – Worked closely with finance, sales, and logistics teams to reconcile vehicle orders, payments, and delivery schedules. Trained and led a team of 18 employees to adhere to Tesla’s financial and operational protocols. Partnered with internal stakeholders to resolve payment discrepancies and customer billing issues efficiently.

Skills

Office: Microsoft Teams, PowerPoint, Outlook, OneDrive, SharePoint

Accounting & Analysis: QuickBooks, SQL, PowerBI, Advanced Excel (Pivot Tables, VLOOKUP, Macros), Tableau