

# Josemilio Salazar

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## Professional Summary

Accounting and Analytics student and Intuit Certified ProAdvisor with proven experience in financial reporting, data analysis, and process improvement. Seeking to leverage a strong foundation in GAAP principles and a CPA-track education to contribute to a high-powered finance team.

## Education

### B.S. in Accounting & Analytics - California State University, East Bay

- Expected Graduation: May 2026
- Relevant Coursework: Financial & Managerial Accounting, Accounting Ethics, Federal Taxation, Financial Management, Business Analytics (all completed with 4.0)
- CPA Exam eligible upon graduation

## Experience

Owner, Elevate Health Products LLC (Remote)

November 2015 - Present

- Financial Management & Reporting - Maintained accurate financial records by tracking sales, expenses, and cash flow. Recorded and categorized transactions in QuickBooks, maintaining organized and GAAP-compliant financial data. Reconciled business bank accounts monthly to verify accuracy and prevent discrepancies.
- 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 - Applied Excel spreadsheets and Python scripts to track revenue and expenses to reduce bookkeeping time. Streamlined record-keeping by automating transaction imports from Shopify to QuickBooks Online. Identified cost-saving options to reduce unnecessary expenses.
- 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 or overages.

Pre-Delivery Supervisor, Tesla (Irvine, CA)

February 2018 - June 2022

- Inventory Management - Managed inventory worth up to \$65 million by reconciling incoming vehicle 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 auto transport and storage to minimize holding costs and expedite deliveries during peak end-of-quarter demand.
- Cross-Functional Collaboration- Trained and led a team of 18 employees to adhere to Tesla’s financial and operational protocols. Worked closely with auto finance, sales, and logistics teams to reconcile vehicle orders, payments, and delivery schedules. Partnered with internal stakeholders to resolve payment discrepancies and customer billing issues with emphasis on maintaining >95% customer satisfaction score.
- Customer Transactions & Payment Reconciliation - Processed customer transactions through 10x delivery volume growth, maintaining 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 vehicle order changes, incentives, and state/federal rebates.
- Data Analysis - Extracted and analyzed vehicle inspection data to identify inefficiencies in defect logging, leading to process changes and new inspection training that accelerated inspection completion rates by >20%. Created reports for local leadership to track team performance and with factory leadership to address recurring vehicle defects, reducing cosmetic and mechanical rework on pre-delivery vehicles by >15%.
- Compliance & Reporting - Verified regulatory compliance for vehicle financing documents, including sales contracts, tax rebates, 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.

## Skills

**Accounting & Analysis:** QuickBooks Certified ProAdvisor, QuickBooks Online Level 1 and 2 Certified, Intuit Bookkeeper Certified, Advanced Excel (Pivot Tables, VLOOKUP, Macros), PowerBI, Tableau

**Office:** SharePoint, PowerPoint, Teams, Outlook, OneDrive, Google Docs, Salesforce