

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

Bookkeeper | Sharmayne Sikora, CPA | Visalia, CA

September 2025 – Present

- Managed full-cycle accounting for a diverse portfolio of business clients within a public accounting firm and handled all day-to-day financial record-keeping.
- Prepared and delivered comprehensive monthly financial reporting packages, including P&L, Balance Sheet, and Cash Flow statements for client analysis.
- Verified the integrity of all client financial data by performing detailed account reconciliations, investigating discrepancies, and maintaining audit-ready books.

Owner & Bookkeeper | Elevate Health Products LLC | Remote

November 2015 – Present

- Established and directed all financial operations from the ground up, responsible for the general ledger, budgeting, financial reporting, and tax strategy for over a decade.
- Maintained a perfect compliance record by managing all quarterly and annual tax filings, including state sales tax and federal/state LLC returns (Form 568).
- Engineered a significant process automation by teaching myself Python to build scripts that integrate Shopify and QuickBooks, cutting 95% of manual entry time.
- Negotiated supplier terms and managed all vendor relationships, accounts payable, and accounts receivable to optimize cash flow.

Pre-Delivery Supervisor | Tesla | Irvine, CA

February 2018 – June 2022

- Given full responsibility for the daily financial reconciliation and management of a finished goods inventory valued up to \$65 million by maintaining 100% asset accuracy.
- Conducted deep-dive data analysis into operational workflows to identify key inefficiencies and implemented process changes that drove a 20% increase in vehicle throughput and cut rework costs by 15%.
- Led and trained a team of 18 employees on financial and operational protocol to process all customer payments and reconciliations during a period of 10x volume growth.
- Produced daily and weekly operational and revenue impact reports for senior leadership with audit-ready documentation that met strict internal controls.

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