

# Kristine Legaspi

kg.lgsp@gmail.com | (951) 970-2337 | linkedin.com/in/kristine-legaspi

Results-driven, diligent, and analytical office manager with 1 year of experience in bookkeeping, accounts receivable, and accounts payable. I have extensive leadership skills and comprehensive understanding of accounting procedures and processes. Proven track record of office and financial administration and cash flow management.

## Skills

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- General Ledger
- GAAP Standards
- Audit Review
- Monthly & Year-End Closing
- Statement Review & Reconciliation
- Contract Review
- Pivot Tables
- Microsoft Office & Adobe
- 110 Words Per Minute

## Experience

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### **Office Manager, Contract Administrator, Accounting Specialist** – DB Electric, Inc (August 2018 – Present)

- Perform full cycle accounting and prepare month-end close through bank account reconciliations, general ledgers, and financial statement review and analysis
- Lead external financial audit reviews and prepare financial statements to assist external CPA
- Process weekly timecards, payroll, bi-weekly and monthly garnishments, and Certified Payroll with DIR reports
- Create and ensure accurate reports of monthly union fringes for prevailing wage jobs
- Administer contract completion, invoice accuracy, vendor purchase orders, change orders, and progress billing
- Improve documentation cloud processes and office procedures to develop efficient workflow
- Utilize SaaS accounting software to perform daily accounting activities (QuickBooks, Foundation)
- Attend workshops and seminars conducted by CDTFA to gain further understanding of tax laws and regulations

### **Executive Board, Vice President of Finance** – Sigma Kappa at UC Riverside (January 2017 – January 2018)

- Develop and monitor executive board officer and chapter annual budgets using Microsoft Excel
- Reduce excess spending while maximizing activity quality by tracking and requiring expenditure approval
- Lead and supervise a team of 5 to build methods of financial compensation for members in arrears to secure financial stability, training the team to be successor candidates
- Facilitate weekly meetings for 60 members to update financial status and identify roadblocks for goal setting
- Create, manage, and secure personal records, files, money, checks, and cash
- Present monthly financial reports to update financial status and report directly to advisors and headquarters
- Collect tax forms from businesses to organize and submit to the IRS
- Organize fundraising events that contributed to 80% of the annual donations towards philanthropy

## Education

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### **Post-Baccalaureate Certificate** – Santa Monica College (August 2018 - Present)

GPA: 3.82

Major: Accounting

Related courses: Auditing, Business Bookkeeping, Advanced Bookkeeping, Accounting Ethics, Managerial Accounting, California Income Tax Accounting, Payroll Accounting, Excel for Accounting

### **Bachelor of Science** - University of California Riverside (June 2018)

GPA: 3.20

Major: Business Administration

Concentration: Accounting and Auditing

Related courses: Financial Accounting & Reporting, Intermediate Financial Accounting, Individual Taxation, Accounting Informational Systems, Financial Evaluation & Managerial Accounting, Financial Management, Management Writing & Communication, Decision Analysis & Management Science, Business Law, Business Ethics

Honors: Dean's Honors List, Chancellor's Honors List

## Certification

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- Notary Public, State of California (Commission expires 2023)
- Candidate for the Uniform CPA Exam - Completing education requirement of 150 credits