

## Marina T. Delkova

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### OBJECTIVE

Highly motivated accounting professional seeking a challenging bookkeeping opportunity

### WORK HISTORY

**Small Business Owner**, *Blue Marble Accounting Services, San Diego, CA* (February 2017 to Present)

- Organization, financial consulting and forecasting for start-ups and existing companies
- Consistent accounting practices setup, management, and monitoring according to U.S. GAAP
- Financial statements preparation, analysis, and profitability determination
- Cash management and bookkeeping services
- General ledger and chart of accounts maintenance

**Staff Accountant**, *San Diego Theatres Inc., San Diego, CA* (May 2015 to February 2017)

- Accounting data support for department directors, CFO, CEO, BOD, and external auditors
- Maintenance of A&L accounts and financial records by managing, verifying, and analyzing output data
- End-of-Month account reconciliations and financial reporting
- Management of Accounts Payable and Receivable

**Corporate Staff Accountant**, *Restad L.L.C., San Diego, CA* (March 2014 to May 2015)

- Month-end financial reporting of 42 franchised entities, dba *Burger King*, in California and Texas
- Preparation of consolidated statements via general ledger analysis
- Management of ERP system and reconciliation of GL accounts under GAAP
- Financial reporting/collaboration with the Controller, DMs and VP, COO, and CEO

**Bookkeeper**, *Tadmor T. Barzilai CPA, Inc., San Diego, CA* (September 2012 to March 2014)

- Full charge bookkeeping for fifteen commercial companies in diverse business sectors
- Payroll processing and sales/payroll tax remittance scheduling
- Management of Accounts Payable and Receivable, customer invoicing and payment collection
- Monthly reconciliations of bank/credit accounts
- Issuance of financial statements to management and clients

**Sales & Inventory Supervisor**, *Centex Trading Group Inc., San Diego, CA* (August 2010 to August 2012)

- Client relationship management
- Oversight of inventory with receiving and shipping domestic and international orders
- Inventory/sales management and reporting
- Supervised five full-time employees

**Bookkeeper**, *AZKON Bulgaria, Sofia, Bulgaria* (February 2009 to April 2010)

- Financial bookkeeping using a Bulgarian ERP software systems
- New member recruitment and event coordination

### SKILLS

- Proficient in QuickBooks, QuickBooks Online, MAS90/SAGE100, SAP, ACL, Lacerte Tax Prep Software
- Business and personal tax advice, preparation, filing, and audit support
- Competent in Microsoft Office Products (Word, Excel, PowerPoint, & Access)
- Strong interpersonal communicator with quick learning capacity
- Strict, highly organized and detail- and deadline-oriented individual

### EDUCATION

- B.S. Business Administration–Accounting, *San Diego State University - San Diego, CA, USA* – December 2016