**Tanya Medina**

Richmond, TX 77407

(832) 941-8400 | medinatanya6@gmail.com

***Education***

Associate of Applied Science Accounting And Finance

Houston Community College

*Houston, TX | Expected in May 2023*

***Professional summary***

**Reliable employee seeking Accounts Payable Analyst position. Offering excellent communication and good judgment. Analytical professional committed to accurately evaluating, recording and presenting financial data.**

***Skills***

|  |  |
| --- | --- |
| * MS Excel * Analytical Thinking | * Bookkeeping * Power BI |

***Professional Experience***

**Coursera Network**

*Google Power BI Project*

* Prepare and Clean Data using Power BI
* Transform and Load Data using Power BI

**College Course**

*ACCT 2302 - Principles of Managerial Accounting | Houston Community College - Katy Campus | August 2022 - December 2022*

Learned fundamental concepts of managerial accounting appropriate for all organizations. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

**College Course**

*ACCT 2301 - Principles of Financial Accounting | Houston Community College - Katy Campus | January 2022 - May 2022*

Covered the fundamentals of financial accounting, including double-entry accounting and the accounting cycle. Other topics include cash, receivables, inventories, plant assets, liabilities, partnerships, corporation, investments, statements of cash flows and interpretation of financial statements.