

Margarita Munoz

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Skills

- Experience in HTML5, CSS3, JavaScript, jQuery, C#, ASP.Net, Bootstrap, Express.js, React.js, Node.js, Database Theory, MongoDB, MySQL, Command Line, Gi
- Multilingual professional fluent in English and Spanish, with intermediate French proficiency
- Quickbooks, Microsoft Office, and Mac OS efficiency
- Adaptability, Fast learner, practices due diligence
- Clear and effective communication, interpersonal skills, client relations

Experience

November 2017 - July 2018

OS National, Duluth, GA - Accounts Payable Clerk

- Ensured vendor files were accurate and up-to-date to expedite payment processing.
- Managed vendor payments and discount opportunities.
- Processed employee expense reimbursements and organized transactions for company credit cards.
- Reconciled monthly transactions with banking statements.
- Generated and submitted invoices based on the company's financial schedule.
- Processed daily bank transfers necessary for nationwide closings.

April 2015 -October 2017

JNJ Services, Lawrenceville, GA - Accounts Receivable Specialist/ Translator

- Processed over one hundred vendor and contractor invoices on a weekly basis to ensure prompt payment.
- Protected employee and company confidence by processing timekeeping data, payroll operations and handling discrepancies confidentially.
- Contacted customers to collect outstanding payments via one-time or negotiated installment methods.
- Worked extensively with the Accounting Manager and Office Manager to expedite processes both within the accounting department, and office procedures.
- Provided extensive clerical support to other departments, including scheduling and logistics, and client relations.
- Provided over the phone Spanish language translation for lawyers and insurance representatives with injured workers.
- Translated written reports from Spanish to English for company clients.

July 2013 - March 2015

Tolteca Foods, Norcross, GA – Buyer/ Assistant to Operations Manager

- Managed paper and non edible products branch of the purchasing department.
- Tracked inventory movement and analyzed data to determine product profitability.
- Supervised material flow, storage, and global order fulfillment.
- Mediated negotiations with vendors regarding promotions and supply deals.
- Analyzed inventory usage and assessed trends to provide maximum coverage for each time period.
- Generated reports detailing sales trends and store performances.
- Led cross-department initiatives to develop and pursue cost reduction programs.
- Redirected shipments en route in response to customer requests.

September 2008 - July 2013

On The Border Mexican Grill, Buford, GA – Host/Server/Bartender

- Served guests in an attentive and courteous manner.
- Learned to handle a variety of guests by studying their needs and adapting to their personalities.
- Balanced register transactions at closing time.
- Developed customer relations skills, sense of urgency, and prioritization of tasks through the needs of the restaurant guests.

Education

FEBRUARY 2019 - AUGUST 2019

Georgia Institute of Technology, Atlanta, GA – Full Stack Web Development

- Bootcamp covering frontend and backend technologies i.e. HTML, CSS, JavaScript, jQuery, and MongoDB

AUGUST 2007 - MAY 2012

Georgia State University, Atlanta, GA – International Economics and Modern Languages

- Major in International Economics
- Concentration: Modern Languages: French