

Pedro Alburquerque
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Summary

Accounting professional with near 6 years of experience in the hospitality industry including accounts reconciliation, audit and analysis, payroll processing, and journal entries to general ledger among others. Currently working on a full-stack web developer certificate from the University of Miami.

Skills

- Fully Bilingual, English & Spanish
- Analytical Skills
- Excellent oral and written skills
- Organizational Skills
- Confidentiality and professionalism
- Computer Skills: Excel, Data Plus, Paycom

Key Accomplishments

Accounting

Transitioned from accounts payable to overseeing all payroll processes for a company of 250+ employees.

Process Innovation

Improved the accounting workflow by updating several excel documents utilized to manage tip payouts.

Personal

Earned the awards for Employee Of The Quarter on two occasions as well as Employee Of The Year.

Experience

Trump International Beach Resort

Accounting Generalist

Sunny Isles Beach, Florida

December 2014-Present

- In charge of bi-weekly payroll process covering over 250 employees.
- Manage PTO accruals, deductions, bonuses, and tip payouts.
- Bi-weekly payroll entries and excel report updates.
- General cashier managing the property's petty cash along with individual banks assigned to staff.
- Oversee the accounts payable processes from invoice/credit entries to check runs.

Ark Restaurants

Food Court Manager

Hollywood, Florida

June 2010 - December 2014

- Assisted the General Manager in the daily operations of the food court with 7 individual outlets.
- Supervised the night/overnight staff of about 25 employees.
- Delegated tasks, enforced handbook procedures and policies, and provided coach and counsel.

Education

University of Miami - Full-Stack Web Development Certificate
Expected Graduation - March 2021

