

ALCIRA PATRICIA OLIVER
Richmond, TX 77407
346-213-9006 / alcirapatricia26@hotmail.com
www.linkedin.com/in/patricia-oliver-335a6513

Summary: I am an educated professional with strong skills in the areas of; inventory control, accounting, operations, personnel management, sales and customer service.

EDUCATION

Universidad Fundación Universitaria del Área Andina 2007
Bogotá, Colombia
Bachelor of Science in Accounting

Universidad Fundación Universitaria María Goreti 2003
Pasto, Colombia
Associates Degree in Financial Management

PROFESSIONAL EXPERIENCE

Rainmaker Consulting Resources, Houston, TX 08/15 – Present

Accountant and Financial Planner

- Use Quickbooks to manage accounting functions, reporting directly to the owner
 - Responsible for entering invoices and ensuring that invoices are paid in a timely manner in accordance with payment terms
 - Responsible for preparing and finalizing P&L end year reports
 - Develop reports to detail aging and past due accounts
 - Develop reports using Excel
 - Work closely with CPA accounting firm to file annual tax returns

Andino Stores. Authorized Yamaha Dealer. Colombia 12/05 – 8/15

Operations Manager

- Responsible for planning and ensure the necessary resources to carry out the marketing processes and to provide excellent service to our customers, keeping in mind the importance of knowing methodologies to achieve a competitive cost structure that integrated an optimal financial vision for the Company.
 - Responsible for the operational management of different business units generated in sales and inventory of the three warehouses through planning and inventory control; reporting inconsistencies and making adjustments to verify an accurate inventory.
 - Responsible for establishing budgets and compliance with material purchases to include; spare parts, agricultural energy and power, lubricants and motorcycles, based on analysis of sales and demand for products.
 - Supervision for twenty-five employees in areas of logistics, product inventory and sales
 - Responsible for the coordination quality control processes to ensure technicians focus on customer satisfaction
 - Developed a successful quality control program that reduced warranty claims by eighty-five percent

ALCIRA PATRICIA OLIVER
Richmond, TX 77407
346-213-9006 / alcirapatricia26@hotmail.com
www.linkedin.com/in/patricia-oliver-335a6513

PROFESSIONAL SKILLS

Spoken and Written languages: English (level V), Spanish (Fluent).

Computer Skills: Quickbooks, SIIGO Accounting and POS systems and management
Dominions Word, Excel, Access, Power Point, MS Project, ABC FlowCharter, Schedule
MS, MS Publisher.

WORK ELIGIBILITY

Green Card Holder