

**SUBMITTED BY: Jeff Oliver, RCR, LLC., 832-258-1367**

## **Maira Lopez**

Tomball TX 77377 Cell: (832)-978-1922  
maira869@gmail.com

### **OBJECTIVE**

To obtain a responsible and challenging position thriving in a diverse field where my work experience and capabilities have valuable application.

### **QUALIFICATIONS SUMMARY**

- 12 Years accounting
- 2 Years overseas buyer
- Highly detail minded and skilled in sorting and organizing various things at once
- Bilingual English/Spanish with the ability to translate, write and read
- Ability to prioritize and remain focused on the essence of an issue
- Excellent with customer support services and expediting orders - Book keeping
- Exuberant attitude in accepting new concepts quickly while working well under pressure
- Skilled in uploading, transferring, saving documents as well as scanner, filling, typing, and keeping records.
- Able to adapt quickly to any new computer programs
- Intermediate knowledge of Microsoft Office 2007-10/Word/Excel/Access/PowerPoint and Quick-Books 2015
- Advanced knowledge of Certiflex Dimension V9, Empire, Star Project, Invoice Router, Business Edge and Trace Application
- 50/60WPM excellent in data entry, State Notary 6/2016

### **EXPERIENCE:**

#### **The Fastener Connection, Inc**

Houston, TX

07/2015 - 04/2014 *Executive Accounting AP/AR*  
03/2013 - 04/2014 *Overseas Buyer*  
12/2009 - 02/2013 *Executive Accounting AP/AR*

- Handling of all incoming mail- open, stamp and code vendor invoices
- Send out account Receivable invoices – email and or mail -50-70 per week
- Attaching PO or PPO to all incoming invoices from vendors. Confirm parts quantity, cost make note of back orders.
- Enter all vendor invoices (100+a week) in Business Edge Software System (equivalent to Quick-books)
- Check processing to vendors twice a week, paper checks and ACH.
- Apply check copy to vendor invoices verify invoices date, Inv#, and quantities received of product
- Up load weekly check register to Amegy Banking online.
- Customer checks processed through Amegy Bank scan system online Process A/R payments in Business Edge.
- Bank account recollection monthly. Filing of all documents, pending, paid vendors and check deposits.
- Purchase Order verification and POD processing on a daily base in Scan Station software
- Quality Control processing of material test reports for Nuts and Studs in MTR creator software
- Execute all overseas and domestic imports buys on a weekly base to support the demand for Customer
- Track on a weekly basis Customer Forecast to keep up with demand.
- Process purchase orders and secondary process in Business Edge software and documents in accordance with company policies and procedures to send to vendors.
- Maintain complete updated purchasing records/data and pricing in the system.
- Execution and monitoring of all purchase orders weekly for overseas blank orders.
- Handling and monitoring of claims to factories and vendors for defectives, shortage, missing parts, plating issues. Support relevant departments with quotations for the purpose of tenders.
- Coordinate with suppliers to ensure on-time delivery and shipping terms applied in expediting orders

### *Lead Accountant*

- Processed all vendor invoices (25+) into Quick-Books data base for payment
- Billed out new invoices and or quotes for new costumers
- Verified, entered and processed all employee payroll
- Posted customer payments and ran monthly reports
- Handles various bookkeeping duties and bank statement reconciliation
- Maintain/run office in managers/owners absence
- Credit/Cash apply to vendors and customers

02/03- 08/08     **J.T. Lanehart Electric Co. Inc.**

Houston, TX

### *Accounts Receivables, Billing Clerk*

- Billing customer invoices (200 a week)
- Post checks from customers, collections
- Clear material invoices for payment processing
- Monthly balance of sales
- Employee new hire verification and Payroll
- Verified job schedules with supervisors in the field
- Cleared company purchase orders for billing
- Maintain W-9 forms for all vendors, assist yearly in 1099 processing
- Electrical permit and inspection verification

### Part-Time Seasonal work

2013-2016     **James Avery Jewelry Store - Champion Forest**

Houston, TX

- Cashier
- Greet customers
- Sales
- polish and clean jewelry

## **Education**

1994-1997     **Corning High School**  
2009-Present     **Lone Star College**

**Diploma**  
**Accounting**

Corning, CA  
Houston, TX