

RM

# RODERICK MIRZAKHANIAN

## Professional Summary

Well-qualified financial systems leader offering demonstrated skill and success in managing internal accounting processes, improving controls and strengthening systems for optimal performance. Proficient in all aspects of accounting, including accounts payable and receivable, budget administration and payroll. Gifted in building and leading solid teams to handle high-volume operations with consistency, accuracy and full compliance with regulatory requirements.

## Work History

### Hillcrest Lending - Accountant

Los Angeles, CA

06/2021 - Current

- Recorded financial transactions, updated ledgers, and reconciled bank statements
- Processed monthly payroll, ensuring timely and accurate disbursement of salaries and benefits
- Prepared monthly, quarterly, and annual financial statements, aiding in fiscal decision-making
- Assisted in preparing annual tax returns, working closely with tax professionals to ensure compliance with federal and state regulations
- Managed accounts payable and receivable, reducing outstanding debts through diligent follow-up
- Conducted monthly and year-end financial closings and audits, identifying discrepancies and recommending corrective actions
- Maintained organized filing system, ensuring efficient retrieval of financial documents as needed
- Assisted with budgeting and forecasting, providing insights into potential cost-saving opportunities.

### Shiraz Party Rental - Administrative Assistant

Los Angeles, CA

06/2020 - 05/2021

- Scheduled weekly meetings and appointments, optimized calendars, and ensured timely reminders
- Compiled, organized, and accurately maintained company documentation, records, and databases
- Assisted in preparing and distributing internal and external communications, including memos, newsletters, and emails
- Managed office supplies inventory, placing orders as necessary and negotiating with vendors to ensure cost-effective purchases
- Organized company events, team-building activities, and off-site meetings.

## Affiliations

- Mathematical Association of America (MAA)
- Armenian Youth Federation (AYF)

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## Education

2023

### University of California, Santa Barbara

Santa Barbara, CA

Bachelor of Science: Mathematics

- Merit Scholarship Recipient
- Mathematics Club Member
- Armenian Student Association Member

## Skills

- Programming languages: SQL, R, Python, MATLAB
- Data visualization tools
- Spreadsheets
- Quantitative analysis and reasoning
- Financial reporting
- Budgeting and forecasting
- General ledger maintenance
- Accounts payable and receivable
- Bank and credit card reconciliation

## Certifications

Data Analytics Professional Certificate  
(Google Career Certificates, 02/2024)

## Languages

### English

Native or Bilingual

### Armenian

Native or Bilingual