

Rebeca Garcia

Office Manager - Madrid Inc

Compton, CA 90221

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(323)501-0075

I have superior skills in a fast paced work environment, am goal oriented, very organized and problem solving skills.

I take my job responsibilities very seriously and feel competent about my work results

#readytowork

Authorized to work in the US for any employer

Work Experience

Office Manager

Madrid Inc - Pico Rivera, CA

October 2017 to Present

90660

Schedule business meetings, Accounts receivable, Accounts Payable, Payroll processing, Bank reconciliations, depreciation statements, Loan Amortization reports.

Independent Bookkeeper

Self Employed

June 2013 to Present

Handle Bank Reconciliations and Tax reporting for companies with bookkeeping needs, such as Lemus

Office Manager

Sofa Designs LLC - Leal, CO

October 2009 to June 2013

Inc. 4311 Santa Ana Street, Huntington Park, CA 90255

Handle Company bookkeeping, reconciliations, state Board taxes payments and balanced income and expenses. Handle Purchases for Company production and retail merchandise. Payroll processing, review and import employee time cards into payroll system, check figures for accuracy.

O

America Wood Finishes, Inc - Los Angeles, CA

February 2005 to October 2008

728 59th Street Los Angeles, CA 90003

Handle chemical purchases for company production and retail sales. Responsible for providing raw materials for chemist to work

Office Manager

Puebla Welding Inc - Los Angeles, CA

August 2003 to January 2005

Responsible for company's account payables and accounts receivables, managing employee's hours, and payroll. Prepared and maintain personnel enrollment packets, payroll files, claims.

Education

Technical School in IBT

INSTITUTE FOR BUSINESS AND TECHNOLOGY

2003

High school diploma in General Studies

Los Banos High School - Los Banos, CA

August 1998 to June 2002

High school diploma

USC Stanislaus General

2002

Skills

- PAYROLL (6 years)
- QUICKBOOKS
- ADP
- PAYROLL PROCESSING (4 years)
- ADP PAYROLL
- Bookkeeping
- Bilingual
- Front Office
- Accounts Payable
- Account Reconciliation
- Accounts Receivable
- Bank Reconciliation
- General Ledger Reconciliation
- Tax Experience
- Office Management
- Financial Report Writing
- Accounting Software
- Data Entry
- General Ledger Accounting
- Office Manager Experience
- Microsoft Office
- Financial Statement Preparation
- Journal Entries
- Financial Analysis
- GAAP
- Auditing

Assessments

Office Manager — Highly Proficient

April 2020

Scheduling and budgeting.

Full results: https://share.indeedassessments.com/share_to_profile/1d436370ce74ef6e028a65145b0d5a83eed53dc074545cb7

Customer Focus & Orientation — Highly Proficient

April 2020

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/577ca52f2c6ba312ea89af03ac2a9e10eed53dc074545cb7>

Customer Service Fit — Familiar

April 2020

Measures the traits that are important for high-quality customer service.

Full results: <https://share.indeedassessments.com/attempts/05265ffc196f8ce89f94ca8c93368382eed53dc074545cb7>

Problem Solving — Highly Proficient

April 2020

Measures a candidate's ability to analyze relevant information when solving problems

Full results: <https://share.indeedassessments.com/attempts/fffd9c01d19e00504a588021161d6d17eed53dc074545cb7>

Accounting Skills: Bookkeeping — Highly Proficient

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/60acf041d36366c971ee35b0de7cccf3eed53dc074545cb7>

Accounting Skills: Bookkeeping — Highly Proficient

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/5c9cae7e67004ce00a40d8f7531b14c5eed53dc074545cb7>

Office Manager — Highly Proficient

April 2020

Scheduling and budgeting.

Full results: <https://share.indeedassessments.com/attempts/098f0db05ce8703a1fab72d92b705f25eed53dc074545cb7>

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Additional Information

Skills

- QuickBooks Expert
- ADP Payroll processing
- AMG Attendance systems
- Microsoft Works Office
- Income Tax professional
- Prepare BOE Reports
- Spanish/ English - bilingual
- Professional
- Efficient
- Accurate
- Social skills