MARCELLA F. A. AFFONSO

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ACADEMIC EDUCATION

Graduation: Allan Hancock College – Santa Maria, CA GPA: 3.63
Course: **Associate Degree in Computer Science**
Starter Date: 01/22/2019
Relevant studies during Associate's program:
Fundamentals of Java Programming, Computer Organization.

Graduation: PUC - "Pontifical Catholic University of Campinas" – Brazil
Course: **Bachelor's Business Administration**
Conclusion: Dec / 2017
Relevant studies during bachelor's program:
Accounting for administration, Economics, Human Resources, Supply Chain, Statistics, Financial administration, Project Management, Budget administration, Costs and Tax Management, Marketing, Sales, Foreign Trade Foundations.

PROFESSIONAL HISTORY

Staff Accountant – George G Ross CPA PFS CFP, Morro Bay- Ca, United States.

Period: May 2020 – Currently

- Tax Preparation; Tax Planning; Accounting; Bookkeeping; Tax Research; Payroll and Payroll Tax; Sales Tax;

Student Worker – Allan Hancock College, Santa Maria- CA, United States.

Period: May 2019 – October 2019

- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents
- Coordinate project deliverables, perform accounting tasks, including invoicing, provide administrative support for the Operations team

Sector: Business Services

Office Administrator - City Hall of Campinas, SP Brazil.

Period: March 2016 - December 2017

- Create and update records and databases with personnel, financial and other data, customer service, receipt of processes (procedures, scans and filing), taxpayer assistance, general assistance to tax inspectors, answer phone calls, pick up processors from different departments and deliver them to the right place

Sector: Real Estate Finances.

<u>SKILLS</u>

- Portuguese – Native
- Spanish – Advanced
- Excellent written and verbal communication skills
- Effective listening and analytical skills
- Excellent time management with a keen attention to detail.
- Strong knowledge of Microsoft Software

- Ability to multi-task and prioritize projects
- Customer-service oriented
- Able to complete complex administrative tasks with minimal supervision.
- Communication skills
- Strong Organizational skills
- Data Entry
- Strong outgoing personality

<u>COMPUTING</u>

- QuickBooks
- Microsoft Outlook, Word, Excel, Power Point.
- Internet
- Introduction to Java programing
- Information Security: Context and Introduction
- Computer Organization-
- QuickBooks

<u>COMPLEMENTARY COURSES</u>

- Introduction to Web Security
- Financial Markets
- R Programming A-Z: For Data Science
- SAP
- JavaScript
- Complete Python Bootcamp 2020
- The Complete SQL Bootcamp 2020
- HTML5
- Linux
- Mastery
- Machine Learning A-Z
- Tableau
- Microsoft Dynamics 365 (CRM, NAV, AX)
- Communication skills
- Digital Marketing