

# Stephanie M. Garcia

## **Executive Assistant with Accounting Knowledge**

Downey, CA 90241

[stephaniegarcia765\\_vcs@indeedemail.com](mailto:stephaniegarcia765_vcs@indeedemail.com)

(310) 703-6506

Pursuing a position within a reputable organization. Which will allow me to grow personally and professionally. By implementing innovative ideas, skills and creativity for accomplishing projects and contribute towards the achievement of the mission and values of the organization.

#readytowork

Willing to relocate to: San Francisco County, CA - San Jose, CA - San Diego County, CA

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Assistant**

R and I Holdings, Inc. - Santa Fe Springs, CA

January 2020 to Present

- Accounts Receivable – process invoices, statements, post payments, perform bank deposits and prepare AR reports.
- Accounts Payable - enter payable's, process vendor payments, resolve vendor ledger issues.
- Collections – Contact delinquent tenants and follow up and work with Asset Managers to collect delinquent accounts.
- Maintain Accounting files (hard copies and electronic files).
- Account reconciliations – bank and credit cards.
- Comply with local, state, and federal governmental reporting requirements.
- Create financial statements & related management reports.
- Perform other job related duties as assigned.
- Work closely with ownership on new projects and ventures.

### **Executive Administrative Assistant**

Independent Contactor - Downey, CA

March 2019 to Present

- Assist with administrative tasks including, but not limited to managing calendars, running errands, managing data, and email management.
- Detailed oriented, organized and proactive.
- Ability to handle deadlines and stressful situations.

- Ability to multitask and prioritize multiple projects and demands.
- Make travel arrangement and management.
- Fantastic organizational skills and great follow through on tasks.
- Problem solver at heart with a genuine interest in learning by helping.
- Excellent MS Office knowledge.
- Excellent verbal and written communications skills.
- Answer and direct phone calls and distribute correspondence.
- Bookkeeping experience and knowledge utilizing Quickbooks Desktop and Online.

### **Office Manager/Bookkeeper/Contract**

SoCal Equity Holdings, LLC - Long Beach, CA

October 2019 to February 2020

- Calendar management; routing correspondence; drafting letters and documents; collecting and analyzing information for consultants responding as requested or as needed.
- Creates monthly client invoices using the firm's time/billing software, drafts monthly billing letters to send to clients and follows up on aged accounts receivable.
- Maintains checkbooks, business licenses and local permits and any association licenses.
- Maintains client confidence and protects operations by keeping information confidential.
- Maintained and supervised office operations by organizing operations, procedures and office efficiency.
- Managed And processed biweekly payroll with ADP and other time management software.
- Processed billing, collections, and deposits on a daily basis.
- Ensures consistent operation of equipment by completing preventive maintenance requirements; following policy's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment supplies inventories; evaluating new equipment and techniques.

### **Executive Personal Assistant to CEO**

Granderson Holdings, Inc - Los Angeles, CA

July 2018 to November 2018

- Manage and maintain CEO schedules.
- Make travel arrangements and ran errands for executives.
- Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
- Coordinate and direct office services, such as records, departmental finances, budget preparation, personnel issues, and housekeeping, to aid executives.
- Answer phone calls and direct calls to appropriate parties or take messages.

### **Sales Associate/Customer Service**

ETO Garage Doors - Los Angeles, CA

March 2014 to June 2017

- Contact regular and prospective clients and solicit orders.
- Demonstrate products and clarify product features.
- Recommend products to clients, based on their needs and interests.
- Answer clients questions about products, prices, availability, product uses, and credit terms.
- Estimated/quoted prices, credit, contract terms, warranties, and delivery dates.
- Maintained an average monthly sales goal between 40K - 90k.

## **Accounting Clerk**

AppleOne Employment Agency - Downey, CA

December 2007 to April 2012

- Match order forms with invoices, and record the necessary information.
- Received, and recorded, cash, checks, credit cards and vouchers.
- Checked figures, posting, and documents for correct entry, mathematical accuracy, and proper codes.
- Comply with company policies, procedures, and regulations.
- Compile statistical, financial, accounting reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

## **Office Coordinator**

Pacific Hide & Leather - Long Beach, CA

February 2001 to April 2005

- Great visitors or callers and handle their inquiries.
- Took message, transfer calls to the appropriate individuals according to their needs.
- Perform general office duties, such as ordering supplies, maintaining records, cash box and performed basic bookkeeping.
- File and retrieve corporate documents, records, and reports.
- Coordinate and direct office services, such as records, department finances, budget preparation and aid executives.
- Contact clients to respond to inquiries or to notify them of new merchandise or any planned adjustments.

## Education

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### **None in Real Estate**

Long Beach City College - Long Beach, CA

July 2017 to January 2018

### **Associate in Business Management**

Fullerton College - Fullerton, CA

January 2013 to May 2014

### **High school or equivalent in General Studies**

Florence Crittenton High School - Fullerton, CA

April 1997 to June 1999

## Skills

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- Quickbooks (10+ years)
- Accounts Receivable (7 years)
- Accounts Payable (7 years)
- Administrative Experience (10+ years)
- Adobe Acrobat (10+ years)
- Outlook (10+ years)
- Microsoft Office (10+ years)

- Google Cloud Platform (2 years)
- Time Management
- Bookkeeping (5 years)
- Office Management (2 years)
- Sage (1 year)
- Account Reconciliation (7 years)
- Bank Reconciliation
- Manufacturing Experience (10+ years)

## Certifications and Licenses

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### Driver's License

## Assessments

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### Basic Spreadsheet Proficiency with Microsoft Excel — Proficient

February 2019

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: [https://share.indeedassessments.com/share\\_assignment/3tnqq9utybi2pvcy](https://share.indeedassessments.com/share_assignment/3tnqq9utybi2pvcy)

### Verbal Communication — Proficient

January 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: [https://share.indeedassessments.com/share\\_assignment/zu8bdsy3ue4x0tmc](https://share.indeedassessments.com/share_assignment/zu8bdsy3ue4x0tmc)

### Basic Word Processing Proficiency with Microsoft Word — Highly Proficient

January 2019

Measures a candidate's knowledge of basic Microsoft Word techniques for word processing, including the use of tools to format or edit text.

Full results: [https://share.indeedassessments.com/share\\_assignment/zybbl858ydgkjamc](https://share.indeedassessments.com/share_assignment/zybbl858ydgkjamc)

### Merchandise & Supply Storage Skills — Expert

January 2019

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [https://share.indeedassessments.com/share\\_assignment/woz-zozwcj3bf-c](https://share.indeedassessments.com/share_assignment/woz-zozwcj3bf-c)

### Accounting Skills: Bookkeeping — Proficient

June 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_assignment/5u58v1grhryw7qu7](https://share.indeedassessments.com/share_assignment/5u58v1grhryw7qu7)

### Customer Service Skills — Expert

January 2019

Measures a candidate's skill in evaluating approaches to customer service & satisfaction.

Full results: [https://share.indeedassessments.com/share\\_assignment/o95gywln3g9yg8v3](https://share.indeedassessments.com/share_assignment/o95gywln3g9yg8v3)

### **Scheduling Skills — Highly Proficient**

February 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [https://share.indeedassessments.com/share\\_assignment/i4ehbmabey1haouk](https://share.indeedassessments.com/share_assignment/i4ehbmabey1haouk)

### **Intermediate Word Processing Proficiency with Microsoft Word — Proficient**

January 2019

Measures a candidate's knowledge of intermediate Microsoft Word techniques including the use of formatting, Track Changes, and Comments.

Full results: [https://share.indeedassessments.com/share\\_assignment/4h1dl4rhawlwlp](https://share.indeedassessments.com/share_assignment/4h1dl4rhawlwlp)

### **Administrative Assistant — Highly Proficient**

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/352c13a3ab1b875c9a96423e989ea025eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/352c13a3ab1b875c9a96423e989ea025eed53dc074545cb7)

### **Attention to Detail — Highly Proficient**

September 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/bf3b8e84f07820fe7714db5933f71a7beed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/bf3b8e84f07820fe7714db5933f71a7beed53dc074545cb7)

### **Conscientiousness — Proficient**

October 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d563467fbaaed047300fa031ec2e0111eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d563467fbaaed047300fa031ec2e0111eed53dc074545cb7)

### **Organizational Skills — Highly Proficient**

May 2019

Arranging and managing information or materials using a set of rules.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/337e3ce1745b2e3c984217d22924a716eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/337e3ce1745b2e3c984217d22924a716eed53dc074545cb7)

### **Problem Solving — Proficient**

May 2019

Analyzing relevant information when solving problems.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0abe94738a982fd608785ea9ff17ae44eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0abe94738a982fd608785ea9ff17ae44eed53dc074545cb7)

### **Written Communication — Proficient**

May 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2c6110826912ab3dcb257e25e449cc7ceed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2c6110826912ab3dcb257e25e449cc7ceed53dc074545cb7)

### **Verbal Communication — Proficient**

May 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/c474d67b02ac840b652511d3575c72b2eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/c474d67b02ac840b652511d3575c72b2eed53dc074545cb7)

### **Customer Focus & Orientation — Proficient**

February 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/f1b92469ee2a1d5eb3c9e0e7e7d293b7eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/f1b92469ee2a1d5eb3c9e0e7e7d293b7eed53dc074545cb7)

### **Office Manager — Highly Proficient**

January 2020

Scheduling and budgeting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d85bca92cdbf5f75b4c584676da14642eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d85bca92cdbf5f75b4c584676da14642eed53dc074545cb7)

### **Receptionist — Highly Proficient**

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/417b8dde3ae43683bd1cae46e352a2c9eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/417b8dde3ae43683bd1cae46e352a2c9eed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Proficient**

January 2020

Calculating and determining the accuracy of financial data.

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### **Data Entry — Highly Proficient**

May 2020

Entering data quickly and accurately.

Full results: <https://share.indeedassessments.com/attempts/25de743962b790dda97b545c6e6aa760eed53dc074545cb7>

### **Office Manager — Highly Proficient**

January 2020

Scheduling and budgeting.

Full results: <https://share.indeedassessments.com/attempts/1e584fbf1e2a8dc9c964250bf0e6883beed53dc074545cb7>

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Identifying differences in materials, following instructions, and detecting details among distracting information.

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### **Administrative Support — Proficient**

May 2020

Using basic scheduling and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/afe23447097d304aaa560c6f012d77b1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/afe23447097d304aaa560c6f012d77b1eed53dc074545cb7)

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## **Additional Information**

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### **Assessments**

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