

# Dinah Cerros

Los Angeles, CA 90059

[dinahcerros9\\_b9o@indeedemail.com](mailto:dinahcerros9_b9o@indeedemail.com)

(562)200-1605

I am exploring the job market to obtain a position within a company that will appreciate my skills and willingness to work with other people. I can definitely offer longevity. I am highly organized and detailed-focused with an exceptional track record of handling financial reporting in deadline-oriented environments.

#readytowork

## Work Experience

---

### Caregiver

IHSS - Los Angeles, CA

March 2009 to February 2020

- House keeping
- Surface cleaning
- Cook small meals
- Driver - transportation to any appointments
- Laundry

### Sales Consultant/ Owner

Dynamite Engineering - Santa Fe Springs, CA

August 2009 to December 2019

- Customer Service, Sales, complaints and Merchandise inquiries
- Maintained and Organized files and records
- Process credit applications, established credit lines, and set up vendor accounts
- Produced Financial Statements, and recording of Financial Transactions
- Generate monthly statements, Invoices, and billing for customers
- Full Cycle processing of Accounts Payable and Receivables
- Beginning Salary: \$32,000
- Ending Salary: \$32,000

### Accounts Payable Specialist

Le Chef Bakery - Montebello, CA

March 2007 to July 2010

- Customer Service, Client Data and Business quotes
- Maintained and Organized files and records
- Process credit applications, established credit lines, and set up vendor accounts
- Produced Financial Statements, and recording of Financial Transactions
- Generate monthly statements, Invoices, and billing for customers
- Full Cycle processing of Accounts Payable and Receivables

- Beginning Salary: \$32,000
- Ending Salary: \$32,000

### **Accounts Payable/Receivable Clerk/Bookkeeper**

Phoenix Engineering - Santa Fe Springs, CA

June 2006 to March 2007

- Accounts Payable/Accounts Receivable
- Generate Monthly Statements, Billing, and Invoicing
- Customer Service, Sales, and Purchasing Maintenance (ACT)
- Generate bank deposits and bank reconciliation
- Beginning Salary: \$30,000
- Ending Salary: \$32,000

### **Office Manager/Bookkeeper**

CNMA Multi-Insurance Agency - Pico Rivera, CA

November 2005 to June 2006

- Customer service and Marketed for new client retention
- Assisted Clients with policy inquiries and updates
- Maintained and organize client files of various insurance policies
- Accurately entered transactions into proprietary company accounting system
- Prepared expense reports and credit card/bank reconciliation's
- Beginning Salary: \$28,000
- Ending Salary: \$30,000

### **Accounts Payable/Receivable Clerk/Bookkeeper**

Sport Chrome - Westminster, CA

May 2005 to November 2005

- Customer service, Sales, and Purchasing maintenance (Quick Books)
- Full charge processing of all Accounts Receivable and Payables
- Handled petty cash and office expense reports documentation
- Bank reconciliations deposits and General ledger postings
- Processed credit applications, established credit lines, and set up vendor accounts
- Beginning Salary: \$26,000
- Ending Salary: \$28,000

## Education

---

### **Certificate in Business Management and Business Administration**

Everest College-City of Industry - Whittier, CA

April 2005 to December 2005

## Skills

---

- Administrative Support (5 years)
- Excel (5 years)
- Quickbooks (5 years)

- Outlook (5 years)
- Accounts Payable (5 years)
- Billing (5 years)
- MS Office (5 years)
- Word (5 years)
- Filing (10+ years)
- Sales (10+ years)
- My experience has offered me a chance to get to know to use and work with computer software such as WordPerfect, Microsoft Word, Access, Excel, QuickBooks, Outlook Express, Internet & E-mail abilities. (5 years)
- Cash Handling
- Cleaning Experience
- Clerical Experience
- Accounts Receivable
- Microsoft Powerpoint
- Retail Sales
- Customer Service
- Office Experience
- Spanish
- Front Desk
- Caregiving
- Adobe Photoshop
- Computer Literacy

## Certifications and Licenses

---

### **Driver's License**

August 2016 to August 2020

California class :C Driver license

DL# A7422710

### **Business Management and Administrative Assistance**

November 2005 to Present

This course has prepared me for an entry level position. It has offered me a chance to get to know to use and work with computer software such as WordPerfect, Microsoft Word, Access, Excel, QuickBooks, Outlook Express, Internet & E-mail abilities.

## Additional Information

---

Dear Personnel:

I am interested in obtaining a position with your company. Enclosed please find my personal resume for your review.

You will find most of the necessary background information contained in my resume. I am exploring the job market to obtain a position within a company that will appreciate my skills and willingness to work eagerly with other people. I can definitely offer you "Longevity".

My experience has offered me a chance to get to know to use and work with computer software such as WordPerfect, Microsoft Word, Access, Excel, QuickBooks, Outlook Express, Internet & E-mail abilities.

I can be reached at the address and telephone number shown above.

Thank you in advance for your time and consideration.

Very truly yours,

Dinah Cerros