

Sabrina De La Torre
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9301 Shirley Ave., #36, Northridge, CA 91324

OBJECTIVE

Experienced in Accounting and Administrative roles looking to obtain a Bookkeeping position that enables use of my skills and knowledge of generally accepted accounting principles, recordkeeping, business management, and supporting daily and financial operations.

SKILLS & ABILITIES

-Administrative: Scheduling appointments, meetings, and services. Managing organizational, financial, or creative projects to establish ease and structure. Handling incoming/outgoing mail and packages for a company & for multiple clients. Ordering kitchen and office supplies. Preparing timesheets for payroll.

-Bookkeeping: Experienced in supporting financial operations in a variety of backgrounds and volume levels (personal, retail and for service providers) performing Accounts Payable & Accounts Receivable services such as entering bills and coding to GL, making payments, credit card reconciliations, deposits, payroll, billing, monitoring client budgets, and preparing year end taxes.

-Business Management: Handling high net worth clients and managing numerous personal and business accounts, businesses, and sensitive and confidential information/documents with discretion. Sending out deposits or cancellation requests for services in a prompt manner.

-Softwares: Quickbooks Desktop, Quickbooks Online, Microsoft Office & Datafaction

EXPERIENCE

Dec. 2019 - Present

Assistant Account Executive, *Philpott Meeks*

- Philpott Meeks is a business management firm specializing in the Entertainment industry. The Assistant Account Executive reports to the Account Executive and manages their clients personal and business requests and needs. Primarily responsible for bookkeeping needs. Prepares bank reconciliation and cash flows for clients to have visibility. Keeps clients informed on any approvals, upcoming scheduled maintenance, or events.

April 2017 - Dec. 2019

Accounting Assistant, *aze*

- aze is a company in the event planning, event production, and branded merchandise industry. The Accounting Assistant reports to the AP/AR Analyst & CFO. My key responsibilities consist of entering the bills into our system, assisting sales reps with making updates on purchase orders, reaching out to vendors if there are any discrepancies on bills & prepping them for payment. Other duties included requesting W-9's from vendors, setting up their account in the system, and follow-ups for past due payments.

Jan. 2013- May 2017

Office Manager Assistant, *Exceptional Interpreting*

- Exceptional Interpreting is an interpreting/translations business that provides court-certified interpreting services. The Office Administrator reports to Human Resources. Assists with deposits, invoicing, processing payroll, organization, keeping track of daily operations, and coming up with ways to strategize or improve the workflow.

