

# Dana Cisneros

## **Accounting**

Inglewood, CA 90303

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(310)986-0460

Authorized to work in the US for any employer

## Work Experience

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### **A/P**

CAM SERVICES - Culver City, CA

January 2020 to Present

Deposits, Bank Reconciliations, High Volume A/P, Assist A/R

### **Accounting**

Quality Marine - Los Angeles, CA

August 2018 to March 2019

Accounts Payable (Three-Way Matching)

Process Expense Reimbursements

Weekly Check Runs (Approx 300/Month)

Process Incoming/Outgoing Wires

Posting of Cash, Checks, Credit Cards Receipts

Bank Deposits

Credit Card Reconciliation

Reconcile Banking Daily

Weekly Filing

Process 1099s

### **AR/AP Specialist**

Transcosmos - Gardena, CA

February 2018 to August 2018

Support Accounting for Two Entities

- High Volume Accounts Payable
- Three-Way Matching Approval
- Credit Card Reconciliations
- Print/Prep checks for Signature and Mailing
- Filing
- Bank Reconciliation

### **Customer Service Representative**

WASH Multifamily Laundry Systems

March 2017 to February 2018

Provide admin support for property owners and property managers:

- Check reconciliation

- Contracts
- Support Service Department

### **Bookkeeper**

Western Truck Insurance Services, Inc.  
October 2014 to January 2017

Responsibilities Include:

High Volume Accounts Payable for multiple entities: Reconcile Vendor Statements,  
Process Credit Card Payments,  
Post Cash, Credit Card, Checks Daily  
Bank Reconciliations  
Payroll  
Cross Train Employees  
Standard Operating Procedures

### **Bookkeeper**

ICS - Torrance, CA  
October 2004 to September 2014

Track quarterly commissions and expense reports

- Accounts payable, Accounts Receivable
- Process bank reconciliations and monthly billing
- Backup Client Services
- Manage Accounting Data in Software
- Supervise One employee

## Education

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### **Bachelor's in Business Management and Accounting**

University of Phoenix

## Skills

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- Microsoft Office (10+ years)
- Accounts Payable
- Payroll
- Quickbooks
- Outlook
- accounting
- Microsoft Excel
- Accounts Receivable
- English

## Certifications and Licenses

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### **Typing 56 Words per Minute**

Present

