

Karelia Marzabal

Hialeah, FL

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Work Experience

Bookeeper

Robert Half - Medley, FL

September 2016 to February 2017

(temp job)Entered and processed invoices for payment, cut checks and mail them, create new customers and new vendors using SAP. Contacted customers on past due accounts and request payments. Entered credit card and wire transfer payments on SAP. Checked mail and distributed on a daily basis. Update currency exchange rates on a daily basis.

Accounts Payable

Monument Real Estate Services - Miami, FL

March 2016 to August 2016

(Temp job)# High volume invoice processing

Contacting properties

Verifying Invoices are completed correctly

Cutting checks on a weekly basis (high amount)

Contacting vendors

Billbacks

Accounts Payable

The Service Companies

December 2014 to August 2015

Responsible for processing expense reports.

- Responsible for cutting checks on a weekly basis.
- Assisting with Fixed Assets, Low Value Assets, Journal Entries.
- Bank Reconciliations and updating Properties List

Locating checks and matching them with invoices.

- Mail sorting.
- Inputting information in Great Plains.

Accounts Payable

Travel Traders LLC - Miami, FL

March 2014 to December 2014

(Temp job)Responsible for entering invoices in Informix system.

- Contacting vendors if there were pricing or product discrepancies.
- Contacting customers if they hadn't received merchandise.
- Helping customers with any order problems.

Accounts Payable

Home Serve USA - Miami, FL
February 2011 to August 2013

- Responsible for refunds processing, mail counts, internal rejects and charge backs. Calling vendors, charging credit cards, collecting payments from credit cards or ACH. Sending ACH refunds and cutting checks. Creating checks payable to vendors. Set up vendors in Oracle, Entered Invoices in Oracle for vendors.
- Responsible for performing high volume data entry that includes customer account information, payment history, subscription requests, renewals, contract details, financial information and general consumer correspondence.
- Handled multiple software applications to document customer information and account history.
- Back up the receptionist as needed

Medical Front Office

Sarfati MD - Hialeah, FL
2010 to January 2011

- Welcomed patients as they contact the center personally or by telephone, and explained the services available, payment categories, and billing procedures.
- Scheduled appointments; directed walk-in patients and emergencies as per established policies and procedures.
- Generated route slips for each patient, and assured that all services provided have been checked out properly for EKG procedures.
- Reviewed and verified patient coverage of insurance or other agencies and computed the charges to be paid by the patient

Data Entry Clerk

Encircle Corp - Doral, FL
February 2008 to December 2009

- Kept track of received data and source documents.
- Prepared and sorted source documents, and identified and logged data to be entered.
 - Performed general clerical duties such as data entry, filing, answering phones, etc.
 - Compared data entered with source documents or subject data in verification format on screen to detect errors.
 - Compiled, sorted, and verified accuracy of data to be entered.
 - Assisted in establishing and maintaining an effective and efficient records management system.

Receptionist

Hair Lights Salon and Spa - Doral, FL
December 2004 to May 2007

- Retrieved messages from voice mail and forwarded to appropriate personnel.
- Answered incoming telephone calls, determined purpose of calls, and forwarded calls to appropriate personnel.
- Processed payments for services and products.
- Scheduled appointments and updated the appointment calendar accordingly.

- Welcomed customers and visitors, determined nature of business, and announced customers and visitors to appropriate personnel

Education

Associate in Accounting

Keiser University-Ft Lauderdale - Fort Lauderdale, FL
October 2017 to June 2019

High school or equivalent

Miami Springs Senior High School

Skills

- SAP (1 year)
- Great Plains (1 year)
- Yardi (1 year)
- Microsoft Word (5 years)
- Oracle (1 year)
- Type over 50wpm (10+ years)
- Spanish (10+ years)
- English (10+ years)
- Journal Entries
- Accounts Payable

Assessments

Customer Focus & Orientation — Proficient

May 2019

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

Full results: https://share.indeedassessments.com/share_to_profile/3f093cbad5f6bd53c07cb2c295d03b7eed53dc074545cb7

Data Entry — Expert

March 2020

Entering data quickly and accurately.

Full results: https://share.indeedassessments.com/share_to_profile/7c96a224b1c9261d63e570e7ead4be22eed53dc074545cb7

Work Style: Conscientiousness — Highly Proficient

March 2020

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

Full results: https://share.indeedassessments.com/share_to_profile/5a6bf4f7425f83e26ca68e1e9493701beed53dc074545cb7

Data Entry Clerk — Expert

April 2020

Maintaining data integrity by detecting errors.

Full results: https://share.indeedassessments.com/share_to_profile/19b87be15226a9557c0c43cd40b975c2eed53dc074545cb7

Working with MS Word Documents — Highly Proficient

April 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: <https://share.indeedassessments.com/attempts/8e0c6846adb0466dd2a0b83812fdfe8beed53dc074545cb7>

Attention to Detail — Highly Proficient

April 2020

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

Full results: <https://share.indeedassessments.com/attempts/4829a18f44645e6e1804c1f7578b7883eed53dc074545cb7>

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