

# Mariana Rivera

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#readytowork

## Work Experience

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### **Tax Preparer & Site Coordinator**

Volunteer Income Tax Association - San Diego, CA

July 2015 to Present

San Diego, CA

Control, create financial statements monthly, answer phone calls, send emails, invoicing customers, helped customers in choosing the perfect frame for their piece, placing order with the vendors, and customer service.

VITA (Volunteer Income Tax Association) / Tax Preparer & Site Coordinator

January 2015 - Currently, Riverside, CA

Organized and gathered each form from the customer. Conducted them and then e-file after.

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### **Staff Accountant/Bookkeeper**

SLATE Law Group - San Diego, CA

November 2019 to April 2020

- Worked with Quickbooks online and desktop
- processed payroll
- created a chart for when payments were due
- created a workflow template for others to follow
- other administrative work

### **Bookkeeper**

Frameco

March 2016 to February 2020

Conduct profit and loss, balance sheets, bank reconciliation, accounts payables/ receivables, and administration work.

## Education

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### **Bachelor's in Economics**

University of California - Riverside, CA

January 2018 to Present

### **Associates in Accounting**

Southwestern Community College - Chula Vista, CA  
July 2015 to December 2017

## Skills

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- Bilingual
- Market analysis
- Inventory
- Process improvement
- accounting
- Receptionist
- Excel
- Quickbooks
- Sales
- Payroll
- Data Analysis
- Microsoft Word
- Microsoft Office
- Financial Report Writing
- General Ledger Accounting
- Tax Experience
- Financial Analysis
- Bookkeeping
- Management
- Bank Reconciliation
- Account Reconciliation
- Financial Report Writing
- Accounts Payable
- Financial Statement Preparation
- Data Entry
- Accounts Receivable
- Journal Entries
- Pricing

## Assessments

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### **Cognitive Ability — Expert**

September 2019

Measures a candidate's ability to combine pieces of information to form general rules or conclusions.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/bc4b0ecbf099f2de263db44ab0a80a55eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/bc4b0ecbf099f2de263db44ab0a80a55eed53dc074545cb7)

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

October 2019

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

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/55265d62e26fe69a32fd3668a9602f68eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/55265d62e26fe69a32fd3668a9602f68eed53dc074545cb7)

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

October 2019

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Full results: <https://share.indeedassessments.com/attempts/fa169bd5e25010036e4ea91bda1591aaeed53dc074545cb7>

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## **Additional Information**

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### **Skills**

- Bilingual
- Innovated
- Executive Team Leader
- Market Analysis
- Strong Verbal Communicator
- Inventory Report Generator
- Process Improvement

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