

Leslie Torres

661-390-8340 ♦ leslietorres86@gmail.com

-Professional Summary -

Ambitious and goal driven operations and accounting professional offering 8+ years of experience in operations and accounting. Demonstrated ability in providing exceptional leadership skills, developing new processes and procedures across a variety of departments. Well versed in project and time management skills such as prioritizing tasks, multi tasking and delegation of duties. Working from home gave me the ability to work with minimal to no supervision.

- Core Strengths -

- Accounting
 - Create a positive work environment
 - Decision making skills
 - Excellent communication skills
 - Operations
 - Process Improvement
 - Self Disciplined
 - Team Leadership & Motivation
 - Quick Learner
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-Professional Experience-

Office Manager

2/2020- Current

Oramedix

- Manager (1-15 Employees)
- Accounts Receivables
- Accounts Payable
- Collections
- Billing
- Audit daily sales
- Payroll
- Order Entry
- Assigning and monitoring clerical functions
- Supervise Staff
- Design and implement office policies
- Coaching, counseling and disciplining employees
- Tracking budget expenses

Billing and Collections Manager

6/2011-9/2019

National Apartment Flooring

- Accounts Payable
- Accounts Receivables
- Collections
- Order Entry
- Billing
- Job Cost
- Payroll
- Executive Assistant
- Commercial Project Assistant
- Measure Floor Plans
- Compose Quotes
- Inspect Properties
- Manager (5-6 employees)
- Audit margins and profits
- Contact 100+ installers daily

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Digital Global Accounting

1/2009-7/2010

Receptionist/ Administrative Assistant

- Coordinate meetings
 - Travel arrangements
 - Advertise
 - Market research
 - Production sales
 - Generate reports
 - Presentations
 - Data Entry
 - Payroll
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-Education-

Accounting I&II Certificate

8/2010-5/2011

Abram Friedman Occupational Center

Computer Business Specialist

6/2011-9/2011

American Career College

Real Estate License

10/2019-2/2020

Allied Real Estate School

-References-

Viridiana Acosta

Commercial Project Coordinator

(408)375-5090

Mavel Dinkane

Payroll Specialist

(424)341-9481

AnneMarie Diaz

Teacher

(323)810-0922