

Jacqueline Deleon

North Hollywood, CA 91606

jacquelinedeleon82_vof@indeedemail.com

8186027083

Actively seeking for jobs within the Business Department. I am very familiar with Microsoft Office as well with Quickbooks.

Work Experience

Accounts Receivable and Collection Specialist

THE MATIAN FIRM

May 2019 to February 2020

Collections Specialist oversees the accounts receivable efforts of the company's monthly receivables.

Information Technology Support Representative

GARDEN TEMPLE

June 2018 to May 2019

JUNE 2018 - MAY 2019

Oversees the accounting-billing for the company as well as doing administrative work that consist of scheduling clients, filling paper work, and other office related stuff.

INFORMATION TECHNOLOGY SUPPORT REPRESENTATIVE CAL STATE UNIVERSITY
SYSTEM

AUGUST 2016 - MAY 2018

Providing tech support to students and staff via email, chat and/or phone regarding computer related issues such as, password resets, Canvas, and CSUN Portal. Accomplished to move from being an operator to doing chat support in less than a year.

Education

BACHELOR OF SCIENCE in FINANCE

UNIVERSITY OF NORTHRIDGE

August 2016 to December 2018

ASSOCIATE OF ARTS in GENERAL STUDIES

LOS ANGELES VALLEY COLLEGE

August 2013 to June 2016

Skills

- Excellent oral and written communication skills
- Self-motivated and organized, able to
- Exceptional clerical skills: typing (35-40 wpm), effectively and efficiently complete tasks and call center
- Proficient in Microsoft Office

- Fluent in English and Spanish
- Quickbooks
- Accounts Receivable
- Help Desk
- IT Support