

Zayra Saucedo

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310 612-5401

- To acquire a job that'll challenge me and has opportunity for growth

#readytowork

Authorized to work in the US for any employer

Work Experience

ACCOUNTS PAYABLE/FINANCE COORDINATOR

LIVE NATION WORLDWIDE

April 2018 to Present

- Paying artists currently on tour on a weekly basis
- Reconciliation of several reports on a monthly basis
- Running the General Ledger, Trial Balance, and Balance Sheet for reports
- Forecasting future shows and recording advances sent to our artists
- Reviewing artists' contracts to ensure amounts are reflected on our books
- Creating journal entries for bank deposits and accruals on wire not posted to our system on time

INTERNATIONAL PURCHASING/WILL CALL/ACCOUNTING

Rock Mill Tile & Stone - Gardena, CA

May 2014 to March 2018

MAY 2014 - MARCH 2018

- Purchasing all stock needed for the company
- Reviewing sales reports every 2 weeks to determine what is needed, forecasting what will sell
- Contacting different vendors in different countries, comparing pricing, placing orders
- Reviewing pro forma, creating purchase orders, and confirming quantities
- Setting up Ocean Carrier, tracking (logistics), updating the company on material coming in
- Receiving material in our system, approving invoices for accounting to pay, quality control on material received
- Dealing with clients daily as they picked up their material, communicating with the warehouse
- Invoicing daily pickups, Receiving Inventory in MAS, Closing out daily batches for daily activity
- Accounts Receivable - Collecting payment and posting in MAS, checking client's accounts for pending credits, following up with clients for missing payments, sending invoices to clients with terms. Accounts Payable - Receiving daily mail for bills to be paid, processing checks, mailing out checks (overhead, material, freight). Assisting with bank reconciliation and year's end reports

CASHIERING DEPARTMENT

SUN WEST MORTGAGE - Cerritos, CA

May 2013 to February 2014

- Posting monthly mortgage payments (Accounts Receivable), producing payoffs, allocating funds to borrower's account

- Assisting in reconciling our several bank accounts monthly, matching invoices, reviewing discrepancies

Education

BACHELOR OF SCIENCE in Accounting

CALIFORNIA STATE UNIVERSITY OF DOMINGUEZ HILLS

May 2013

HIGH SCHOOL DIPLOMA

GARDENA HIGH SCHOOL

June 2006

Skills

- MANAGEMENT
- Five years of experience in management
- COMMUNICATION
- Bilingual; fluent in English and Spanish
- LEADERSHIP & TEAMPLAYER
- Works well with others. Can take on responsibility proficiently
- TECHNOLOGY
- Proficient in Word, Excel, PowerPoint, Outlook, Access, exposure to Yardi, MAS 200 (Sage)
- Accounts Payable
- Accounts Receivable
- Invoice
- Sage
- Yardi
- QuickBooks
- Oracle
- Journal Entries
- General Ledger Accounting
- Account Reconciliation
- Bank Reconciliation
- Balance Sheet Reconciliation