

Norma Ann Lopez

Extremely detailed oriented, hard worker, bubbly, always with a smile

Glendale, CA 91202

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(361) 730-9652

I am a very detailed oriented person who enjoys working with numbers and computers. I enjoy working with Quickbooks. Microsoft Excel, Microsoft Word, Outlook. Muilti-tasking makes a job fun, enjoyable and challenging. If you would like my entire resume sent to you please email me @ aliveandblessed102@gmail.com. Have a nice day!

#readytowork

Authorized to work in the US for any employer

Work Experience

Bookkeeper

Calox, Inc - Glendale, CA

September 2019 to Present

Process Accounts Receivable by Xeroxing and compile a list of checks received and make bank deposits immediately. Create daily and monthly spreadsheets of all money received. Verify each deposit has been posted into Quickbooks through a download with the financial institution. Process Accounts payable by reviewing all Invoices against each purchase order and packing slips which are then entered into Quickbooks. Pay Invoices by credit cards, electronic payments or by checks. Invoices paid by checks are to be signed and xeroxed. All paid invoices are posted into Quickbooks and all paperwork is filed. Enter bi-weekly payroll checks into Quickbooks. Type letters and office memo's using Microsoft Word. All tasks are completed in a very detailed and organized manner.

Bookkeeper

Cory Martin Events - West Hollywood, CA

April 2016 to January 2019

Reconciled Bank Statements, processed accounts receivable by compiling client invoices using Quickbooks, xeroxed all checks once received, made Bank Deposits immediately, processed Credit Card payments from clients and filed all paperwork. Processed Accounts payable by reviewing all bills, entered all Bill's into Quickbooks, prepared checks to be signed for each bill, xeroxed all checks once signed, posted payments into Quickbooks and filed all paperwork. Typed letters using Microsoft Word. Purchased office supplies when needed, retrieved and processed mail. All tasks were completed in a very detailed and organized manner. For the Gallery I would allow guests to see the Art during the day and during some Evening Events. If they were interested in a piece of Art I would obtain their contact information and give to the Artist so that they could discuss and take care of all financial matters pertaining to each piece of Art.

Bookkeeper

Cabo Petroleum, LLC - Corpus Christi, TX

February 2006 to February 2013

Reconciled Bank Statements, processed end of the year W-2's, W-3's, 1099's, 1096's, quarterly 941 reports, TWC quarterly reports, end of the year 940 report, lease bonus checks, royalty checks, using Quickbooks. Also prepared invoices for all prospect expenses to all partners. Compiled reports for all partners using Microsoft Excel on individual prospects. Made bank deposits as soon as checks arrived and posted to accounts receivable accounts. Paid all the company's invoices. Purchased office supplies at office Depot. Typed letters using Microsoft Word and answered the telephone. Retrieved the mail and filed. All tasks were completed in a very detailed and organized manner.

Education

Bachelor of Business Administration in Finance

Corpus Christi State University - Corpus Christi, TX
1986 to 1988

Associate Applied Science Degree in Computer Operations

Del Mar College - Corpus Christi, TX
1983 to 1986

Skills

- Accounts Payable (10+ years)
- Accounts Receivable (10+ years)
- Bookkeeping (10+ years)
- Quickbooks (10+ years)
- Excel (10+ years)
- Microsoft Word (10+ years)

Assessments

Administrative Support — Highly Proficient

September 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/5b6b75950fafe231b0b52ae91efec34eed53dc074545cb7

Attention to Detail — Highly Proficient

September 2019

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

Full results: https://share.indeedassessments.com/share_to_profile/85dd0d6483c5658dc0e327b06629708aeed53dc074545cb7

Filing & Organization — Highly Proficient

August 2019

Arranging and managing information or materials using a set of rules.

Full results: https://share.indeedassessments.com/share_to_profile/264eac0e66577b6951dcd2b98b507965eed53dc074545cb7

Work Style: Conscientiousness — Highly Proficient

July 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: https://share.indeedassessments.com/share_to_profile/60be095b061c5328d05329b1d09889f7eed53dc074545cb7

Accounting Skills: Bookkeeping — Familiar

October 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/c6ebca6895f6d25bd50229e87563a3a2

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