

Rebeca Chavez Villa

San Diego, CA 92154

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858-345-0204

Dynamic, energetic and highly experienced over 14 years in commercial and community property management with a solid history of success. Steadfast leader, mentor and coordinator with track record of steering improvement projects, building and guiding top-performing teams and optimizing internal operations. Talent for cultivating and supporting relationships. I am motivated, disciplined, focused and determined to get the job well and on time. Strong attention to detail, organizational, and time management skills.

Strong understanding of accounting principles and procedure. Experienced in handling book-keeping activities and fixing accounting errors. Experienced in accounts payable, account receivable, and processing invoice payment. Ability to work with integrated accounting financial software and reporting system. Very strong work ethic and dedicated to my work. I'm a multi-task person, with excellent communication and interpersonal skills, computer skills (Windows Vista/XP, MS Word, MS Excel, MS PowerPoint, Access, Outlook, QuickBooks) and CRM, with organization, speed and accuracy.

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Quality Control Assistant

Go-Staff, Inc. - San Diego, CA

September 2019 to Present

Staffing Agency with over 15 years of experience in San Diego, California

- Excellent at reading and interpreting complex instructions
- Responsible for collecting all quality control information throughout the week and developing a week-ending report for management.
- Strong eye for detail
- Exceptional communication and presentation skills
- Responsible for doing quality control audits daily, weekly and monthly and creating reports for management.

Real Estate Agent

DECASA

February 2016 to 2019

Rosarito Beach Mexico

Developer Company with more than 35 years building high-end tourist developments in the city of Rosarito.

- Worked as a Selling / Buyer Agent Customer Relations: Nurtured healthy customer relationship to ensure timely payments.
- Arranged and attended multiple showings of properties
- Drafted and completed contracts
- Developed marketing strategies for real estate listings
- Interviewed clients to determine what kinds of properties they were seeking and generated lists, meeting those requirements from available properties
- Accompanied clients during visits and inspections of desired properties; advised them on value of the property, current market value and market trends
- Pitched leads through cold calls using company database programs; following up on these leads via face-to-face meetings, telephone and/or emails

HR Supervisor

Real Estate Office, Rosario Beach - MX

2009 to 2012

Mexico

- Assisted in the development and implementation of personnel policies and procedures; participated in developing department goals, objectives and systems.
- Prepared and translated legal documents including listings and buy/sales contracts.
- Project manager.
- Supervised external collaborators
- Responsible of following up on sales revenue, bank reconciliations, petty cash control, etc.
- Prepared necessary paperwork and administered all invoices on spreadsheet and maintain records of all documents
- CRM Program management
- Pitched leads through cold calls using company database programs; following up on these leads via face-to-face meetings, telephone and/or emails

Accounting administrative Manager

Consultores Profesionales

1985 to 2008

Tijuana B.C. Mexico

Partner at a family business accounting office for over twenty three years, my main function was as an office manager.

- Provided high-level administrative support and managed organizational policies and procedures.
- Managed Accounts Payable/Receivable and expense-control procedures, including bank and account reconciliation, cash receipts, disbursements, finance, charge, billings, invoicing, purchase order and inventory verification, chargebacks, rebate, and preparation of daily bank deposits.
- Recruited and managed staff, including hiring and development assessments to staff.
- Liaison between employees and clients to ensure proper lines of communication critical in addressing myriad problems and issues requiring immediate attention and resolve.
- Collaborated extensively with auditors, providing in-depth assistance with audits.

Cost Accountant Assistant

Optimex S.A - Tijuana, MX

1980 to 1984

Mexico

Cost Accounting Clerk (Bilingual)

Detail-oriented Manufacturing Cost Accountant Clerk specializing in generally accepted accounting principles applicable to manufacturing costs including revenue and expenditures.

Education

Associate in Accounting

UABC. Tijuana , Mexico - Tijuana, Mexico

September 1978 to November 1979

Skills

- Reconciliation (10+ years)
- Journal (10+ years)
- GI (10+ years)
- Accounts receivable (5 years)
- Data analyst (5 years)
- Database
- Billing (5 years)
- Collections
- Quickbooks (2 years)
- Excel (10+ years)
- Outlook (5 years)
- Ms powerpoint (3 years)
- Powerpoint
- Ms word (10+ years)
- Word
- Windows vista (10+ years)
- Detail oriented (10+ years)
- Excellent communication skills (5 years)
- Excellent multi-tasker (10+ years)
- Multi-tasker (10+ years)
- Real Estate (5 years)
- Hiring (10+ years)
- Quality Control (Less than 1 year)
- CAPA (Corrective and preventing Actions) System Procedures (Less than 1 year)
- Avionte (Recruiting and Staffing Software) (Less than 1 year)

Certifications and Licenses

ISO 9000

Present

Assessments

Reliability — Highly Proficient

January 2020

Tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/50c4cb7f51a5ffc4ee9efe8ffed553f5eed53dc074545cb7

Project Management Skills: Time Management — Proficient

December 2019

Prioritizing and allocating time to effectively achieve project deliverables.

Full results: https://share.indeedassessments.com/share_to_profile/e021f976a6fcd40b32ae6279dfcb7f19eed53dc074545cb7

Organizational Skills — Proficient

February 2020

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

Full results: https://share.indeedassessments.com/share_to_profile/5a2ce52d397f69ca7e883830f6ec0235eed53dc074545cb7

Manufacturing: Quality Inspection — Proficient

February 2020

Making precise measurements, reading prints, and making pass/fail decisions.

Full results: https://share.indeedassessments.com/share_to_profile/8d6d5510da1925531883af22f604c04feed53dc074545cb7

Spreadsheets with Microsoft Excel — Proficient

February 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/e3303d209d6a7bade3a3cf55cfde34c0eed53dc074545cb7>

Supervisory Skills: Motivating & Assessing Employees — Highly Proficient

February 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: <https://share.indeedassessments.com/attempts/9a7de0c6979aee9c13f2bae2809a459aee53dc074545cb7>

Management & Leadership Skills: Impact & Influence — Highly Proficient

February 2020

Adapting leadership style to accomplish goals using rational or emotional appeal.

Full results: <https://share.indeedassessments.com/attempts/f73d27e8fe7006278c4098203032ef6aee53dc074545cb7>

Principles of Accounting — Proficient

March 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/8ff9621fcd119168d4bd1403f6337f5deed53dc074545cb7

Working with MS Word Documents — Highly Proficient

March 2020

Knowledge of various Microsoft Word features, functions, and techniques.

Full results: https://share.indeedassessments.com/share_to_profile/cf0333b5e8edcf948943e58c65132fcfeed53dc074545cb7

Work Style: Reliability — Highly Proficient

February 2020

Tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/d33c175e0ba60a0b86edd173b353fb1deed53dc074545cb7

Accounting Skills: Bookkeeping — Highly Proficient

April 2020

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/97168d11c25d9e9cef36e3f7d26bb427eed53dc074545cb7

Attention to Detail — Completed

February 2020

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

Full results: https://share.indeedassessments.com/share_to_profile/0c05575373c453de1bf7db42527e656beed53dc074545cb7

Principles of Accounting — Proficient

March 2020

Preparing financial records according to federal policies.

Full results: <https://share.indeedassessments.com/attempts/b58b1e96b2a737230a241e7f9379184deed53dc074545cb7>

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Additional Information

SKILLS

- Excellent multi-tasker and negotiation
- Detail oriented
- Staff development & training
- GL Reconciliation
- Proficient windows vista/xp, ms word, ms • Spreadsheet and database creation

excel, ms powerpoint, access, outlook, • Spreadsheets & Journal Entries

QuickBooks • Data analyst

- Financial Records & Reporting • Staff development & training
 - Billing & Collections • Goal-oriented
 - Excellent communication skills
 - Accounts Receivable
 - Client and vendor relations
 - Outstanding people skills
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- CAPA Corrective and Preventing Actions) System Procedures
 - Avionte (Recruiting and Staffing software)