

Stephanie Venegas

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- To provide comprehensive administrative support and detail-oriented accountant seeing a position which will allow utilization of my skills.

Work Experience

Assistant Accountant

ZANKOU ENTERPRISES

July 2019 to March 2020

- Communicate effectively with vendors
- Efficiently supporting the controller and wider finance team
- Collaborating effective with these teams to work on various accounting projects
- Assist in the preparation of asset, liability and capital account entries by compiling and analyzing account information
- Performing accurate reconciliations of accounts
- Accurately processing payment and invoices accurately and within expected time periods
- Precisely verify financial statements, ledgers and accounts and make corrections where appropriate
- Preparing profit and loss accounts sheets
- Produce error-free accounting reports and present their results
- Maintain accounting controls by preparing and recommending policies and procedures
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing database backups
- Verify, allocate, post and reconcile transactions

Retail Operations Supervisor - Staff Accountant

CALIFORNIA STATE DOMINGUEZ HILLS (FOUNDATION)

September 2013 to November 2019

- Work collaboratively with the management team to determine stated monthly, weekly or annual goals related to operational effectiveness
- Efficiently oversee the management of product merchandising and inventory to ensure processes flow smoothly
- Responsible for the accurate distribution of customer feedback to peers and rallied staff to help improve customer service
- Developed consist customer communication models through a contact management system to ensure continuous touch points were made
- Accurately analyze sales data to determine if sales and/or capacity projections is meeting financial goals and implement plans to improve performance for the upcoming quarter.
- Hire, train, and supervise department staff, set performance goals, and resolve employee conflicts
- Help promote a company culture that encourages top performance and high morale
- Encourage teamwork and active and fluid working environment

- Effectively manage the different departments of a retail store in order to ensure the store reaches sales objectives
- Responsible for overseeing, reporting, planning and auditing processes
- Maintain, update, and enforce safety and security procedures

REGISTRATION ASSOCIATE (CEIE, Student Assistant)

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

January 2016 to May 2018

- Maintain student communication including managing the CMS and monitoring student progress through CEIE credit and noncredit programs
- Answer student questions and concerns in person and via the student registration phone line, providing student log-in information when requested and assist with helping set-up student email accounts, assisting walk-ins, and keeping presence on the mycsudh program portal updated.
- Effectively engage students and prospective students with course and program counseling and course registration; thousands of students annually
- Provide excellent customer service to all students in addressing their stated and unstated academic needs, e.g. program inquiry, tuition cost, course counseling, petitioning, etc
- Work closely with University Advising in the successful execution of student registration of courses for students to ensure a pathway to degree completion
- Efficiently process transcript and verification of enrollment requests.
- Maintain accurate and updated student records in PeopleSoft including processing add/drops, withdrawals from classes and/or the University, wash-outs and leave of absence requests, major/program changes, grade changes, and other functions as necessary.
- Collaborate with the Program Directors to ensure students are successful in programs in where the objectives meet the specificities of the students educational and professional needs
- Partner with the college's Account Analyst in the completion of special projects, spread sheets, and other operational needs
- Preserve a positive atmosphere for students to feel optimistic about their education succession possibility
- Oversee the request, approval, printing, and posting (Parchment Digital Badging and Certification), scheduling, and mailing of student's proof of program completion diplomas and certificates.
- Work with and train office work study students.
- Provide excellent customer service in support of a student-centered culture.
- Support the planning and execution of CEIE's mission and vision.
- Assist with planning and developing the Summer Early Start program for entering freshman.
- Attends meetings, conferences, and workshops to keep up to date on issues relating to registration, procedures and student success initiatives.

Education

BS in BUSINESS ADMINISTRATION & ACCOUNTING

CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

December 2017

Skills

- Innate ability to efficiently develop practical and creative solutions to meet operational needs
- Highly polished professional with a commanding respect for leadership and the need for meaningful and purposeful administrative support services
- Effective relationship builder, relatable, and an efficacious communicator
- Ability to drive solutions to meet projected goal gaps
- Administrative Support Skills: Over 7 years of increasingly progressive administrative support coordination with 7 years' experience within the CSU and the College of Extended and International Education, providing excellent service to internal and external constituencies, project initiation, execution and evaluation experience. Well established and ethical professional who is passionate about continuous process improvement with a proven track record in providing efficient support services and coordination to leadership and departments that is meant to deliver the highest level of service while upholding the college's mission, vision and core values.
- Interpersonal Communications Skills: Well-developed communications and interpersonal skills; at ease interfacing with the challenges that may arise from the development of creative solutions and from working closely with peers and leadership made up of various, social, ethics and socio-economic backgrounds.
- Technologically Savvy: PeopleSoft Customer Management Database (CMS), Restaurant 365, Plate IQ, Microsoft (MS) Windows Operating Systems; MS Office Software (Word, Excel, PowerPoint, Outlook, and Internet Explorer). Multiple POS systems, databases and Internet.
- Self-starter
- nimble
- and responsive
- Computer Networking
- Profit & Loss