

Omar Valencia

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Anaheim, CA

Summary

Responsible individual bringing knowledge and dependability in the work environment. Well-coordinated and detail-oriented in addressing and resolving data problems to complete uploads. Decisive and analytical problem-solver.

Experience

SurePrep LLC

Data Entry Clerk • Irvine, CA

02/2020 - 04/2020

- Entered numerical data using the 10-key pad with speed and accuracy
- Corrected any data entry error to prevent later issues such as duplication or data degradation
- Responsible for verifying and inputting tax data submitted by accounting firms for the purpose of filing tax returns
- Utilize an in-house software called 1040SCAN that utilizes a new technology called Optical Character Recognition (OCR) and verify efficiency of the software's operations
- Constantly focusing on details and accuracy of the software's functionality to successfully prepare tax documents for clients
- Provided solutions to errors in 1040SCAN to ensure effective results from the software
- High volume and fast paced environment with heavy data entry, up to 3000 pages per day completed exceeding the expectation of 800 pages per day.

Nordstrom

Logistics Team Member • Irvine, CA

12/2019 - 03/2020

- Picked, fulfilled, and packaged all orders within a time frame.
- Handled high-volume paperwork and collaborated with other departments to resolve invoicing and shipping issues.
- Produced weekly status reports detailing operations and problems.
- Managed loading, unloading, movement and sorting of supplies to keep deliveries on schedule.
- Initiated quality control on all shipments to ensure customer satisfaction.

Skills

- Outstanding data entry skills
- Proficiency in Excel and Word
- Accounts payable
- Basic bookkeeping
- Customer service
- Communication and interpersonal skills
- Team oriented
- Quickbooks
- Computer Literacy
- Business acumen and interest.

Education

California State University, Fullerton

Accounting • Fullerton, California

05/2024

Volunteered last year on a monthly basis to prepare meals at the second harvest food bank in Irvine.

Maintaining a 3.8 GPA while Multitasking with my other day to day tasks.

Awarded Deans list at my university and granted perfect attendance

Languages

- English
- Spanish