

# Chrystina Bello

## **Accounting & Payroll Clerk/Administrative Assistant**

Anaheim, CA 92805

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714.269.0437

Bi-lingual Spanish/English, 9+ years of experience using Quickbooks for A/P& weekly payroll for 30-100+ employees, Expert in Microsoft Office Suite, highly efficient multi-tasker, assertive problem-solver

#readytowork

## Work Experience

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### **Accounting Clerk**

Tight Quarters

January 2019 to April 2020

- Design & maintain electronic filing system for Accounts Payable department to decrease

paper usage; convert 2016-2019 accounts payable documents, organize into electronic database, maintain electronic filing system for incoming 2020 invoices and statements

- Input A/P invoices in Quickbooks Online and Bills.com online platform, code purchase

to correct account, project, and purchase order ; match invoice to packing slip

- Track and issue purchase order numbers according to project
- Track and issue vendor payments on time, correspond with vendors regarding payments

via phone and email

- Vehicle Fleet Manager: Track and reconcile vehicle payments, reconcile loan

amortization schedule; coordinate vehicle registrations, bills of sale and transfers of title

- Reconcile monthly vendor statements, credit card statements and transactions, bank

account statements and transactions

- Input and reconcile all checks, electronic payments and vendor payments issued
- Manage monthly & quarterly Waste Hauling Reporting to County: maintain detailed

records of waste hauling, receipts, project permit numbers and addresses for submission of tax payments

- Act as Spanish-language translator for field employees

### **Accounting Clerk/ Payroll Supervisor**

Interior Electric - Orange, CA

2007 to September 2018

- \* Process weekly payroll & final paychecks using Quickbooks for 3 separate companies branched under parent company, including NV office (weekly payroll for 30-100+)
  - Input hours while assigning project, task code, straight-time/overtime/double time as well as holiday/sick/vacation pay according to state/federal regulations
  - Process prevailing wage payroll when needed for government related projects, in compliance with project county's current wage standards
  - Process re-imbursements & deductions for garnishments, benefits, advances
  - Input new employees, wage increases or deductions for garnishments/benefits
  - Prepare/sort/distribute weekly payroll
  - Resolve employee issues regarding paycheck concerns/discrepancies
- \* Input A/P invoices in Quickbooks database, coding with task and project, or COGS account, track/issue invoice payments on time, reconcile monthly vendor statements
- \* Create and manage detailed data spreadsheets using Microsoft Excel
- \* Prepare/review/negotiate modifications of incoming project contracts for CEO
- \* Redesign company websites /social media pages/ company catalog
- \* Plan travel arrangements for non-local projects: medium & long-term housing, transportation, per diem
- \* Initiate/execute community outreach on behalf of company
- \* Recruit/train/supervise Administrative Assistant

### **Volunteer Resources Administrative Assistant**

Girl Scouts of Orange County

November 2012 to October 2013

- Propel design, development and finalization of online Volunteer Application program
- Train new department staff on processes and procedures
- Verify and accurately enter data of high-volume volunteer personnel records into multiple complex databases; correspond with applicants via email/phone
- Compose documentation on procedures and processes (Standard Operating Procedures)

## Education

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### **Bachelor's Degree in Recreational Therapy**

CSU Long Beach

2020

### **Associate's Degree in Sociology**

Santa Ana College

2010

## Skills

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- Quickbooks (10+ years)

- Microsoft Office Suite (10+ years)
- Data Entry (10+ years)
- Accounts Payable (8 years)
- Accounts Receivable (1 year)
- Payroll (6 years)
- Answering Phones (10+ years)
- 10 Key Calculator
- Typing
- Spanish
- English
- Multilingual
- Google Suite
- Bookkeeping
- Administrative Experience
- Recreational Therapy
- Event Planning
- Databases
- Accounting
- Developmental Disabilities Experience
- Budgeting
- Personal Assistant Experience
- Program Development
- Microsoft Outlook
- Translation
- Research

## Certifications and Licenses

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### **CPR & First Aid**

2018 to 2019

### **Certified Reiki Master Level Practitioner**

October 2019 to Present

## Assessments

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### **Accounting Skills: Bookkeeping — Proficient**

January 2019

Measures a candidate's ability to calculate and determine the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_assignment/efulmqpll2b5g6f](https://share.indeedassessments.com/share_assignment/efulmqpll2b5g6f)

### **Project Management Skills: Budgeting — Highly Proficient**

January 2019

Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources.

Full results: [https://share.indeedassessments.com/share\\_assignment/8erckzpsjsbcj3x](https://share.indeedassessments.com/share_assignment/8erckzpsjsbcj3x)

## **Problem Solving — Highly Proficient**

January 2019

Measures a candidate's ability to analyze relevant information when solving problems.

Full results: [https://share.indeedassessments.com/share\\_assignment/l6kjjwzryltqd6qkk](https://share.indeedassessments.com/share_assignment/l6kjjwzryltqd6qkk)

## **Verbal Communication — Expert**

January 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: [https://share.indeedassessments.com/share\\_assignment/tjarnyewpmca08sg](https://share.indeedassessments.com/share_assignment/tjarnyewpmca08sg)

## **Written Communication — Proficient**

January 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [https://share.indeedassessments.com/share\\_assignment/3eggscxdzgciqowp](https://share.indeedassessments.com/share_assignment/3eggscxdzgciqowp)

## **Human Resources Skills: Compensation and Benefits — Highly Proficient**

January 2019

Measures a candidate's knowledge of compensation and benefits programs.

Full results: [https://share.indeedassessments.com/share\\_assignment/qgapnzkp-bk4jmfx](https://share.indeedassessments.com/share_assignment/qgapnzkp-bk4jmfx)

## **Attention to Detail Skills — Expert**

January 2019

Measures a candidate's ability to use diligence when drafting and editing documents.

Full results: [https://share.indeedassessments.com/share\\_assignment/djvcivjasjxaror](https://share.indeedassessments.com/share_assignment/djvcivjasjxaror)

## **Critical Thinking Skills — Proficient**

January 2019

Measures a candidate's ability to use logical approaches when solving problems.

Full results: [https://share.indeedassessments.com/share\\_assignment/wwtskreo491wwvnp](https://share.indeedassessments.com/share_assignment/wwtskreo491wwvnp)

## **Organizational Skills — Expert**

January 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [https://share.indeedassessments.com/share\\_assignment/jv8xpit-1dzqmqxu](https://share.indeedassessments.com/share_assignment/jv8xpit-1dzqmqxu)

## **Basic Spreadsheet Proficiency with Microsoft Excel — Highly Proficient**

January 2019

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: [https://share.indeedassessments.com/share\\_assignment/qljsu4v7utccbq97](https://share.indeedassessments.com/share_assignment/qljsu4v7utccbq97)

## **Customer Focus & Orientation — Proficient**

May 2020

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/47149053fc6dccccdfd7875a048d40a8eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/47149053fc6dccccdfd7875a048d40a8eed53dc074545cb7)

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