

# Silvi Dorian

Glendale, CA 91205

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(818) 303-4434

To build a career that offers growth and learning opportunities while allowing me to contribute my best work to the organization.

Willing to relocate: Anywhere

## Work Experience

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### **Accounting Manager/Office Manager**

Evergreen Construction Group - North Hollywood, CA

April 2019 to May 2020

Manage and supervise all employees

- Project Management
- Budget reports
- Handled all clients' account payable/receivables, reviewed ledgers and prepared 1099 forms
- Monthly bank reconciliations and handled all clients' cash receipts.
- Financing -unsecured and secured loans.
- Processing commission and employee utilization reports.
- Preparation of monthly, quarterly and annual financial reports.
- Payroll for over 15 employees.
- Responsible for issuing and releasing vendors' checks.

### **Accounting Manager**

The House Next Door - North Hollywood, CA

January 2013 to December 2017

Handled all clients' account payable/receivables, reviewed ledgers and prepared 1099 forms

- Monthly bank reconciliations and handled all clients' cash receipts.
- Processing customers' contracts.
- Processing commission and employee utilization reports.
- Preparation of monthly, quarterly and annual financial reports.
- Payroll for over 60 employees.
- Management/maintenance of vendor agreements.
- Responsible for issuing and releasing vendors' checks.

### **Accountant/Bookkeeper**

Go Green Remodeling - Los Angeles, CA

October 2010 to December 2012

Handled all clients' account payables/ receivables, reviewed ledgers and prepared 1099 forms

- Performed monthly bank reconciliations and handled all clients' cash receipts.
- Processing customers' contracts.
- Processing commission and employee utilization reports.
- Preparation of monthly, quarterly and annual financial reports.

- Payroll for over 50 employees.
- Management/maintenance of vendor agreements.
- Responsible for issuing and releasing vendors' checks.

## Skills

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- Detail-oriented with the proven ability to multitask
- Excellent written and verbal communication/Self-starter with the ability to learn quickly
- Self-starter with the ability to learn quickly and adapt to new environments
- Work extremely well under pressure
- Proficiency with various software applications (Excel, ADP, Paychex, QuickBooks, HIS)