

Mina Jimeno-Rubio

ACCOUNTING COORDINATOR - WESTERN OVERSEAS

Santa Fe Springs, CA

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310 357 4646

- To work for a reputable company where my skills and experience in Supply Chain and Transportation Management along with my Bachelor's Degree in Business Finance and/or Administration will be enhanced and be contributed to growth of the company.

Authorized to work in the US for any employer

Work Experience

ACCOUNTING COORDINATOR

WESTERN OVERSEAS

June 2016 to May 2020

- Coordinate and provide accounting and operations support for warehouse distribution department.
- Responsible for accounts payable, payroll, billing, collection of aging invoices and general office maintenance.
- A/R and A/P posting, maintenance and analysis
- Month-end reporting
- Serve as a third-party communicator between corporate office accounting employees and the Warehouse Director of my division.

ACCOUNTS PAYABLE

- Make payments for overhead costs associated with the warehouse department - supplies, services, utilities, city fees, etc.
- Reconciliation of all payables and other expenses using Microsoft Excel, AS400 and Velocity.

ACCOUNTS RECEIVABLE

- Assist in warehousing operations - account management, processing USPS, FedEx, UPS and freight pick-ups, billing, invoice processing; to learn and study current processes and make suggestions upon how the process can be improved upon.
- Run aging reports and communicate with customers regarding past due invoices on their account.

GENERAL OFFICE

- Provide various administrative support needed by the Director of Operations which include organization and maintenance of documents, generating reports, basic data entry, etc.
- Manage time sheets and payroll for temporary employees; analyze the hours worked and evaluate if the data is comparable with amount of orders on a weekly basis.

ADMINISTRATIVE ASSISTANT

LA CANADA LOGISTICS COMPANY

June 2011 to September 2014

- Perform accounting duties that include, but not limited to billing, invoicing, rates, transport documentations, etc. for the whole company with accounts of 50+ to ensure maximum profits
- Generated and compiled reports and other spreadsheets
- Assisted operations department; responsibilities include tracking and tracing of FCL shipments via steamship lines and rail
- Updated operations system to reflect most up to date status of shipments which also makes it available for customers and third-party vendors
- Designed filing systems and arranged the procedures for maintaining records - maintained proof of delivery receipts, bill of lading, packing lists, customs declaration and other shipping related documents
- Assigned to coordinate special projects; office event planner.
- Prepared shipping documentations for U.S. Customs inspection
- Collected and organized vehicle titles and other export documentations essential for international transfer of goods
- Served as third party communicator between international agents, vendors and clients regarding delivery instructions, arrival notices and cargo release.

ACCOUNT MANAGER

WESTERN FREIGHT CARRIER

July 2008 to May 2011

- Inside sales representative; gained several clients through word-of-mouth recommendations by other clients
- Provide rate quote; respond to client's demands in a professional and timely manner; data entry
- Coordinate with brokers to ensure timely clearance of all necessary documents
- Coordinate with clients and vendors to ensure an efficient and timely delivery
- Track and trace FCL shipments via steamship lines and rails
- Provide customers up to date information regarding delivery status of shipment and report troubles and conflicts pertaining to their shipment
- High volume telephone, email and in person communication with clients, daily

ACCOUNT MANAGER

TRANSGROUP LOGISTICS COMPANY

September 2006 to July 2008

- Promoted to customer relations (inside sales) from billing assistant
- Assist customers with logistical analysis for timely and cost efficient transport of good(s)
- Served as third-party communicator between delivery agents and clients; planning and organizing schedules of delivery
- Track and trace FCL, LCL and AIR shipments via ocean carriers, rail and airlines.
- Negotiate with vendors on rates and delivery preference.

Education

BACHELOR OF BUSINESS ADMINISTRATION in FINANCE

CALIFORNIA STATE UNIVERSITY SAN BERNARDINO - San Bernardino, CA

December 2015

Skills

- Inside Sales
- Supply Chain
- Transportation Management

Certifications and Licenses

Driver's License

Additional Information

Skills

Software

-Proficient in Microsoft Word, Excel, Outlook, PowerPoint. Type 40 WPM