

Royce Pasiliao

Royce.pasiliao@yahoo.com | (818) 802-0359 | www.linkedin.com/in/royce-pasiliao

Work Experience

Tennis Instructor | Freelance June 2019 – Present

- Required flexibility for personal matters, meanwhile instructed tennis part time.

AM Sorter | Ontrac November 2018 – June 2019

- Retrieve individually anywhere from 500 to 1,000 packages daily and sort onto corresponding zip codes.

Assistant Tennis Professional | Oakwood Secondary School August 2018 – May 2019

- Create training direction, encouragement, motivation, and nutritional advice to prepare a varsity group of 10 athletes and a junior varsity group of 6 for games and competitive events.

Jr. Accountant | HBA/Hirsch Bedner Associates August 2017 – June 2018

- Check figures, postings, and documents for correct entry and mathematical accuracy for American and international branches.
- Debit, credit, and total accounts on computer spreadsheets and databases, using Microsoft Excel and Microsoft Dynamics AX.
- Receive, record, and bank cash, checks, and vouchers of designers and clients.
- Ensure compliance with federal, state, and company policies, procedures, and regulations.
- Reconcile or note and report discrepancies found in journal entries.

Assistant Tennis Professional | Birmingham Community Charter High School

January 2017 – May 2017

- Develop a team of 14 different athletes and taught the corrective measures necessary for skill improvement.

Busser | Sushi Ichiban Kan

September 2016 – February 2017

- Clean up spilled food or drink or broken dishes and remove empty bottles and trash.

Securities Associate | HBW Advisory Services, LLC

August 2015 – June 2016

- Prepare documents needed to implement plans selected by clients.
- Record transactions accurately, and keep clients informed about transactions.
- Review all securities transactions to ensure accuracy of information and conformance to governing agency regulations.

Education

Bachelor of Science in Finance | May 2014 | California State University, Northridge

Skills

Analytical; report preparation; MAC & PC platforms; financial data; accounts payable; accounts receivable; invoice processing; written communication; Microsoft Office; Microsoft Dynamics AX; forecasting; budget monitoring

Volunteer Activities

Volunteer Income Tax Assistance (VITA) Program

February 2013 – April 2013