

# Sonia Hernandez

**Seeking a career that receives raises due to performances.**

Columbus, OH 43240

[soniahernandez82\\_rkw@indeedemail.com](mailto:soniahernandez82_rkw@indeedemail.com)

737-333-0210

Dynamic and energetic studying Business Administration with a focus in Accounting. Dedicated and hardworking professional with the ability to accomplish administrative, data processing, accounting tasks in a timely and accurate manner. Education experience in Business Analyst who is seeking to gain additional experience. Experience in healthcare, with a Medical Assistant degree Seeking a industrial and educational work environments. Conversation in Spanish.

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Coordinator / Facility Assistant**

Salon Lofts - Columbus, OH

February 2019 to Present

- Salon Lofts is a company who leases spaces to Beauticians. Currently serving multiple Regions and almost 200 sites.
- As the Facility Assistant and Accounting task consist of tracking that each site is up to date and meets County, State, City codes, regulation, operations and service agreements.
- Obtain up to date information from Vendors, Service Technicians, Property Managers, Landlord via email, phone, or fax.
- Working with other members of the accounting department to compile, analyze, and report financial data.
- Making journal or ledger entries.
- Assisting with tax preparation, audits, and identifying and resolving discrepancies.
- Act as a point of contact between internal departments and accounting, vendors, landlords, property managers, serving as a liaison between accounting and external parties, including clients, suppliers, and lenders.
- Using bookkeeping software (CRM, and EXCEL) and entering information into company files or databases, ensuring that all financial records are complete and accurate.
- Ensuring that company bills are paid (utilities, landlords, vendors, & business License Renewals) and debts are collected.
- Implementing and enforcing financial and inventory controls.
- Staying current on company, local, state, and federal financial regulations and policies
- Assist with audits, year end, filing, bookkeeping, and business analyst task as needed.

### **Accounting Coordinator**

Robert Half Finance & Accounting - Columbus, OH

November 2018 to February 2019

Worked with Robert Half Temp Service helps individuals who just completed their education and are seeking experience for a new career path. While with Robert Half I was able to fulfill additional experience in the following task landing a permanent position with Salon Lofts.

Manage and process all vendor invoices and ensure integrity of all payments.  
Administer and maintain records of good receipts and maintain knowledge of order issues.  
Coordinate with suppliers and maintain records of all payment status.  
Provide optimal level of assistance to various departments and prepare an annual plan on same.  
Ensure payroll data entry on a weekly and fortnightly basis and process all account payable.  
Maintain and process all monthly corporate card statements.  
Administer invoices and update all contract filing systems and perform internal audits.  
Manage all journal entries and analyze all ledger accounts and reconcile all statements for monthly closing.  
Perform root cause analysis when required and prepare corrective entries.  
Maintain proper fixed assets lists of payment for taxes and budget preparation.  
Assist other departments in managing queries for various business units for regulators and customers.

Monitor inventory and perform inventory management and provide appropriate training to subordinates.  
Analyze accounting systems , identify any inaccuracies and recommend improvement measures to all.

Evaluate all check requests and monitor all invoices for accuracy.  
Monitor all journal entries and analyze all prepaid expenses and prepare regular reports.

### **Deputy Fisical Officer-Accounting/Payroll Department**

Westerville Public Library - Westerville, OH  
March 2018 to November 2018

Assistant Deputy Fiscal Officer is to perform all of the tasks required of the Fiscal Officer, which includes generating accurate statement of all moneys received and expended, keep records of property and any income from all taxes and assessments. Keep financial records of Westerville Public Library, establish the accounting system, financial records and reports to be used by the Library. Receive and deposit funds that are received by the Library. Prepares and distributes various monthly, quarterly and annual reports as required by law. Month end balances of all financial records and bank statements and provide copies to Council. Provide information and assistance to the Fiscal Officer. Understanding budget guidelines and Purchase order request for payment. Communicate effectively with all vendors and Customers. Assists the Fiscal Officer with maintaining all employee records and payments at check run preparations.

### **Account Specialist I**

Accounting Principals Staffing Agency/ Zulily - Gahanna, OH  
November 2017 to March 2018

Identify invoices that are overdue or have not been received. Able to deal with large amount of invoices. Handling confidential information in line with the company's data security protocols. Preparing correct invoices for proper audit and providing information from the functions from the SAP Software system.

### **Assistant Event Coordinator**

AEC WORK STUDY, DEVRY UNIVERSITY

October 2016 to December 2017

Coordinate details of events such student appreciation events and virtual events. Book talent, including musicians, bands, and disc jockeys. Edit and design promotional materials. Initiates, coordinates and/or participates in all efforts to publicize events.

### **Accounts Receivable Specialist**

Accounting Principals Staffing Agency - Columbus, OH

April 2015 to June 2016

Gathering Invoices for end year Audit. Preparing correct invoices for proper audit and providing information on the functions from the Macola software systems. Ensuring that the payment of invoices is completed within a timely manner and in accordance with payment terms Handling confidential information in line with the company's data security protocols.

### **Accounts Payable Specialist**

CREATIVE FINANCIAL STAFFING - Columbus, OH

January 2015 to September 2015

ACCOUNTS PAYABLE, CREATIVE FINANCIAL STAFFING

Financial planning, billing and recordkeeping, personnel, and physical distribution and logistics. Matching invoices to the relevant receipts. Ensuring that the payments of invoices is completed within a timely manner and in accordance with payment terms. Keeping track of every transaction and logging details into the Oracle software.

## Education

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### **BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION/ MARKETING & MANAGEMENT**

DEVRY UNIVERSITY - Columbus, OH

September 2018

### **ASSOCIATES DEGREE in Business Administration (Finance)**

VIRGINIA COLLEGE

August 2014

## Skills

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- ACCOUNTING (5 years)
- audits (1 year)
- Excel (7 years)
- Macola (1 year)
- Accounts Payable
- Outlook
- Bookkeeping
- Payroll
- Accounts Receivable
- Microsoft Excel
- Receptionist

- Budgeting
- Quickbooks
- Great Plains
- Billing
- General Ledger
- Front Desk
- Microsoft Dynamics GP
- Microsoft Outlook
- Accounting Software
- General Ledger Reconciliation
- Journal Entries
- Account Reconciliation

## Assessments

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### **Typing — Highly Proficient**

March 2020

Transcribing text using a standard keyboard.

Full results: <https://share.indeedassessments.com/attempts/1639fd3368922a889eb2b6929b5ed8c7eed53dc074545cb7>

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

May 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8655405092fb62041a0d61b183e9edeeeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8655405092fb62041a0d61b183e9edeeeed53dc074545cb7)

### **Data Entry — Proficient**

May 2020

Entering data quickly and accurately.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/ce40a9edbe3f69c1449292221cdef1b5eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/ce40a9edbe3f69c1449292221cdef1b5eed53dc074545cb7)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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### SKILLS

- Accounting Software SAP
- Accounting Software QuickBooks
- Accounting Software Macola
- Microsoft Office (Excel, Word, Power Point)
- General ledger accounting
- Effective time management

## ASPIRATIONS

My aspiration for my future is to hold an MBA concentration in Accounting. Where a wide range of opportunities exist. Accountants today have a wide range of options. Accountants can work independently or with a firm as a public accountant and prepare taxes, perform audits, or act as an accounting consultant for individuals, Businesses and not-for-profit entities. My dedication and will- power came of the enjoyment of being a great role model and parent to my 5 beautiful kids. The encouragement we give one another along strength and motivation to keep pushing forward to reaching our personal and spiritual goals.