

# Andrea Baggo

Gainesville, FL 32601

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352-792-9545

To acquire a position that will further enhance my career goals and allow me to contribute positively to my employer's place of business.

Authorized to work in the US for any employer

## Work Experience

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### **Full Charge Bookkeeper**

Federal Accountants Inc - Gainesville, FL

November 2019 to January 2020

- \* Performed full charge bookkeeping duties for many different companies.
- \* Used QuickBooks Premier Accountant 2018, 2019 and 2020 versions to enter check stubs, deposits, cc transactions, after the fact payroll, bank reconciliations, journal entries.
- \* Processed live bi-weekly payroll.
- \* Paid sales and payroll taxes (940, 941 and RT-6).
- \* Processed monthly, quarterly and annual year end reports, 1099s, W3 and W2.
- \* Analyzed financial statements for trends, errors and accuracy.

### **Fiscal Assistant**

Alachua County Animal Services - Gainesville, FL

December 2018 to April 2019

- \* Processed AP invoicing including 3-way matching and batching for payment.
- \* Dealt with purchase orders including entering POS and change order requests.
- \* Monitored budget and donation accounts for adequate funding including encumbered balances.
- \* Processed refunds, front desk transmittals, vendor statement reconciliation, coding P-card receipts, reconciliation of deposits and petty cash fund and payroll.

### **USGS Federal Contractor**

CNT - Gainesville, FL

March 2018 to December 2018

Business Support Specialist V

- \* Updated requisition file on Google Sheets and on DI-1 Intranet log
- \* Reallocated credit card charges to log to correct funds and BOC codes including reallocation for real property.
- \* Processed bank card statements reconciliation for scientists and government issued vehicles and boats.
- \* Created travel reservations
- \* Reserved auditorium for internal staff, other government departments and external entities and performed receptionist duties.

### **Accounting Clerk**

The Gainesville Sun - Gainesville, FL  
March 2017 to February 2018

- \* Sorted mail and distributed to different departments.
- \* Posted daily A/R deposits from mail, cash register, credit card transactions and online banking.
- \* Created sales department orders and credit card tickets.
- \* Reconciled customers' accounts and explained past due balances.
- \* Performed weekly auditing of reports to make sure that customers are being billed correctly for their sales orders.
- \* Kept confidential records of customers' credit cards, keys to cash safe room and other confidential information in safe condition and only allowed access to approved people.
- \* Performed end of day reporting and other accounting/office duties.

### **Manager of Mail Order Services/Office Manager**

Steiner Beauty Products - Fort Lauderdale, FL  
September 2007 to January 2008

- \* Managed office, mail order services while at the front desk performing receptionist duties.
- \* Submitted weekly payroll information and daily accounts receivable reconciliation reports to corporate accounting department.
- \* Created monthly sales, accounting and operations report.
- \* Supervised 5 sales/clerical staff.
- \* Processed credit card charge backs, refunds, returns and exchanges.

### **District Accountant**

Coral Springs Improvement District - Coral Springs, FL  
February 2007 to May 2007

- \* Posted adjusting entries to general ledger including accruals and depreciation.
- \* Reconciled general ledger accounts and over 10 bank reconciliations twice per month for 4 districts.
- \* Created income statement and conducted variance budget analysis.
- \* Prepared financial statements including consolidated financials.
- \* Compiled requisition list for review and approval by the board of directors.

### **Bookkeeper**

Trident Industrial Products Corp - Weston, FL  
July 2002 to May 2006

- \* Performed daily activities relating to accounts payable, accounts receivable, payroll, collection and other general office duties.
- \* Reconciled loan, checking and payroll accounts.
- \* Performed vendor statement analysis and reconciliation.
- \* Processed weekly payroll
- \* Performed end of month activities including adjusting entries and printing out all the accounting reports and compiling a summary report on Excel.
- \* Handled troubleshooting of software and other computer malfunctions.
- \* Filed office documents and ordered office supplies.

### **Accounting Tutor/Student Aide**

Broward College - Coconut Creek, FL  
February 2001 to December 2001

- \* Tutored manual and computerized accounting to adult students.
- \* Assisted students with registration and completed other office duties.

## Education

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### **Bachelor of Science degree in Accounting**

Santa Fe College - Gainesville, FL

January 2018 to Present

### **Associate in Arts in Accounting**

Santa Fe College - Gainesville, FL

January 2018 to May 2019

### **Associate in Science in Business Administration and Management**

Broward College - Coconut Creek, FL

2000 to 2003

## Skills

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- Microsoft Office Specialist Excel certified as of 8/15/2018.
- Microsoft Office and 365
- Word, Excel, PowerPoint, Access, Outlook.
- Financial software
- QuickBooks, SAP, FBMS, Epicor, New World ERP
- Mail Order Manager (E-Commerce and CRM Software).
- Gmail Calendar, Google Sheets, Google Docs, Google Drive
- QuickBooks Premier Accountant 2018, 2019 and 2020
- Practice CS, File Cabinet CS, Fixed Assets CS
- Accounts Payable
- Quickbooks
- Bookkeeping
- Payroll
- accounting
- Accounts Receivable
- Excel
- Outlook
- Microsoft Excel
- General Ledger
- Budgeting
- Receptionist
- Billing
- AS400
- Accounting Software (6 years)
- Customer Service (7 years)
- communication skills (7 years)
- Microsoft Outlook
- Front Desk

- General Ledger Accounting
- Credit
- Computer Skills (10+ years)
- Office Experience (7 years)
- QuickBooks
- Accounting
- Financial Statement Preparation
- Bank Reconciliation
- Balance Sheet Reconciliation
- Account Reconciliation
- Journal Entries
- Office Management
- Time Management
- Analysis Skills
- GAAP
- Organizational Skills
- Financial Management
- Team Management
- Manufacturing Experience
- Business Analysis
- Auditing
- Driver's license

## Assessments

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### **Real Estate — Expert**

September 2019

Matching listings with specifications.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/cb1da32402f10e597a9ad99e269c4124eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/cb1da32402f10e597a9ad99e269c4124eed53dc074545cb7)

### **Administrative Assistant — Expert**

September 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/efec96f1ce7228af35c9c4d04a216ab2eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/efec96f1ce7228af35c9c4d04a216ab2eed53dc074545cb7)

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

August 2019

Knowledge of compensation and benefits programs.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/cdf2e9cc9520888de92795b278cb32fbed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/cdf2e9cc9520888de92795b278cb32fbed53dc074545cb7)

### **Spreadsheets with Microsoft Excel — Expert**

October 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8c6ef43294d708f6d4004c3a1efefd39](https://share.indeedassessments.com/share_to_profile/8c6ef43294d708f6d4004c3a1efefd39)

### **Office Manager — Expert**

August 2019

Scheduling and budgeting.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/b6a58a5551b01e9c8a6938947873eb74eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/b6a58a5551b01e9c8a6938947873eb74eed53dc074545cb7)

### **Staff Auditor — Expert**

August 2019

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8b34bc2260d639dfaf3a860570080a2feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8b34bc2260d639dfaf3a860570080a2feed53dc074545cb7)

### **Conscientiousness — Expert**

October 2019

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/5539c769153cc80eae3d490999602fe4eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/5539c769153cc80eae3d490999602fe4eed53dc074545cb7)

### **Customer Focus & Orientation — Expert**

October 2019

Responding to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/afedd943e4404ac362b0e48648e84826eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/afedd943e4404ac362b0e48648e84826eed53dc074545cb7)

### **Attention to Detail — Expert**

September 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/69982105dbce9ce336789c83976467f0eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/69982105dbce9ce336789c83976467f0eed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Expert**

October 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/6947b3f7836a9682f68baf86907d6c0eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/6947b3f7836a9682f68baf86907d6c0eed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Expert**

December 2019

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/3d40cb800eb03dfe90fdf4175c130792eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/3d40cb800eb03dfe90fdf4175c130792eed53dc074545cb7)

### **Legal Skills — Expert**

August 2019

Assisting practicing attorneys in the preparation for litigation proceedings.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/78b7a88438c388608e0eaa21ff4c8e15eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/78b7a88438c388608e0eaa21ff4c8e15eed53dc074545cb7)

### **Management & Leadership Skills: Planning & Execution — Expert**

July 2019

Planning and managing resources to accomplish organizational goals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d75d0f94537e59ff9c2ba866fab5579feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d75d0f94537e59ff9c2ba866fab5579feed53dc074545cb7)

### **Data Entry — Expert**

July 2019

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/313e6cc749caa54d5cec4a3091c935baeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/313e6cc749caa54d5cec4a3091c935baeed53dc074545cb7)

### **Sales Skills: Influence & Negotiation — Expert**

May 2019

Using influence and negotiation techniques to engage with and persuade customers.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/9e8d87ed33ebd1c31201ebbd9fc568feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/9e8d87ed33ebd1c31201ebbd9fc568feed53dc074545cb7)

### **Work Style: Conscientiousness — Expert**

February 2020

Tendency to be well-organized, rule-abiding, and hard-working.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/3a0bdf9c96130a36539b225e656f2c2ceed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/3a0bdf9c96130a36539b225e656f2c2ceed53dc074545cb7)

### **Work Style: Reliability — Expert**

February 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/679c479bff0d11500c4e19c7485f931ceed53dc074545cb7>

### **Working with MS Word Documents (Intermediate) — Expert**

July 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/72649e48b738a765a21bb17f4f22560d](https://share.indeedassessments.com/share_to_profile/72649e48b738a765a21bb17f4f22560d)

### **Accounting & Bookkeeping — Expert**

May 2019

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

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/cff858b054c7d0b27b47fc5115aa5ed1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/cff858b054c7d0b27b47fc5115aa5ed1eed53dc074545cb7)

### **Written Communication — Expert**

March 2020

Best practices for writing, including grammar, style, clarity, and brevity.

Full results: <https://share.indeedassessments.com/attempts/2c727dcc421946d8e26e0798a1c64363eed53dc074545cb7>

### **Accounting Skills: Bookkeeping — Expert**

December 2019

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/145cef94c55468f31bc532b78c856e9aead53dc074545cb7>

### **Attention to Detail — Expert**

September 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/3f9978269040b1a70e9b7f67cba83e1aead53dc074545cb7>

### **Scheduling — Highly Proficient**

February 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/803ff428a2ca6229f7dc3e424cff29fceed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/803ff428a2ca6229f7dc3e424cff29fceed53dc074545cb7)

### **Emotional Competence — Highly Proficient**

May 2020

Managing one's own emotions and understanding those of others.

Full results: <https://share.indeedassessments.com/attempts/b03549e01a28b984194e1b8d75e2b438eed53dc074545cb7>

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