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| Alma Vindeni  10253 Capistrano Ave. South Gate, CA 90280 · 323.819.4679  [alma.vindeni@gmail.com](mailto:alma.vindeni@gmail.com) |
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# Experience

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| Aug 2019 – Dec 2019Accounts Payable Specialist, Cagan Management Group – skokie, il  * Data entry for all invoices * Supported bookkeepers ensuring their invoices were processed and coded properly * Distributed invoices through appropriate approval queues * Prepared and reviewed Accounts Payable Reports   **MAR 2019 – AUG 2019**  **FRONT DESK COORDINATOR,** PAINLESS WAXING BOUTIQUE – CHICAGO, IL   * Answered high volume phone calls * Scheduled and confirmed appointments * Processed service and retail transactions * Entered new clients into database * Responsible for inventory management  feb 2015 – feb 2018Accounts payable, JC Bromac/dba Eaglerider – hawthorne, ca  * Coordinated with 22 Corporate locations to fulfill their Payable needs * Communicated with vendors regarding all payables and billing issues * Executed all A/P functions including payments, reconciliations, and journal entries * Reconciled and coded credit card expenses and processed employee reimbursements * Assisted with 1099 processing |
| aug 2013 – feb 2015accounts payable, house of imports – buena park, ca  * Processed invoices for 4 dealerships and 2 collision centers * Communicated with vendors regarding all payables and billing issues * Processed customer refunds * Reconciled sublet schedules weekly * Assisted with month-end close  Nov 2012 – aug 2013internet sales manager, lexus of cerritos – cerritos, ca  * Responded to and managed all internet sales leads * Effectively used AutoNation Sales process to walk customers from Introduction to Vehicle Delivery * Ensured high customer satisfaction levels as documented by Lexus CSI   **AUG 2009 – NOV 2012**  **SALES ADMINISTRATOR/FINANCE ASSISTANT,** LEXUS OF CERRITOS – CERRITOS, CA   * Prepared detailed finance documentation packages for lenders * Created and maintained spreadsheets to allow for tracking of pending and completed dealer trades and monies owed   **SEP 2006 – AUG 2009**  **ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE,** LEXUS OF CERRITOS – CERRITOS, CA   * Collected and verified money received from customers and submitted documentation to IRS when necessary * Balanced cash and credit card sales daily * Handled all vendor related inquiries and assisted with month-end close |

# Education

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| Associate of Arts, Cerritos College |
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# Skills

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| * Bilingual – English, Spanish * Highly Organized * Problem Solver * Self-Motivated | * Ability to Work Under Pressure * Excel, Bill.com, Concur Expense, Yardi * Quickbooks Desktop and Online Version * Type 65 WPM |