# 310.880.2103

Office Manager December 2016- March 31, 2020

GIC Asset – Office Manager/Accounting

* Handled All Accounts Payable and Accounts Receivable. Managed all bookkeeping daily on QuickBooks desktop and online.
* Verified and Tracked all income and expenses as well as collaborate with accountant in bookkeeping matters.
* Verified and completed accuracy of invoices prior to payment and processed billing
* Processed all payments and collections of deposits daily
* Prepared Financial reports as required by CEO, maintaining accurate records through QB, Excel
* Handled all accounting inquires, financial recommendations and transactions.
* Managed all financial documents general ledger, analysis such as Budget V Actual
* Processed Journal entries, Profits and losses, transfers for each acct and each client.
* Processed NSF and Credits and payroll through QuickBooks
* Completed clients' accounts for their revenue for monthly sales tax payments
* Processed Monthly bank reconciliations for clients' accounts completed on QuickBooks.
* Provided strong attention to detail, excellent communication skills, interpersonal skills.
* Ability to identify root caused and resolve complex problems.
* Managed the human resource department, I managed 14 staff members
* Handled Hiring, verified employment eligibility, background checks, training
* Processed payroll on bi-weekly basis and handled their time management, Used ADP
* Traveled for meetings with CEOs and New Important Presentations for New Clients
* Analyzed, and processed payroll for association for employee's using ADP, Paycheck, QB
* Created newsletters and PowerPoint presentations for marketing and business growth
* Ability to think and act independently within a fast-paced environment.
* Proven time management and organizational skills in a high-volume environment
* Team player assisted any department needed or required attention

Office Manager

BioScience Pharmacuitical October 2013 to November 2016

* Handled all bookkeeping for customers. Processed payment for vendors through checks and ACH or wire transfers.
* Completed invoicing and billing for payroll via QuickBooks and paper timesheets
* Processed payroll using ADP for all my employees on Biweekly’s
* Managed all hiring and trainings and background checks for employee clearance
* In charge of the shipping via fright for tradeshows
* Inspected submitted orders making sure all orders were shipped correctly by invoice
* Managed 18 employees making sure office and warehouse was running smoothly and jobs were completed accordingly and timely manner
* Created new bar codes and new contracts
* Ordered all supplies for every product from ingredients to labels to boxes etc.
* Attended and prepared all requirements for company social events and conventions & tradeshows.
* Verified all orders were shipped out correctly with correct shipping company
* Managed all reimbursements and refunds and samples.
* Created weekly newsletters and PowerPoint presentations and slideshow marketing and business growth report presentations.
* Overseen inventory and sales orders for company ordered all production items for sales
* Balanced investors, pharmacies, company's, productions
* In charge of Employee meetings and news
* Daily calls and webinars and phone conferences with CEO's and COO
* Ability to look at situations from several points of view & create a win-win outcome
* Managed Daily Accounting Reports - Quick Books A/P & A/R, Bank Reconciliations.
* Processed daily Invoices and tracked balance and provided weekly staff reports, created quotes for customers and pharmacies
* Social Media approvals for employee's quotes and requests & created, approved promo codes, websites & created ideas for growth.
* Regular daily emails and questions or concerns or phone calls for higher attention
* Demonstrated leadership and vision.
* Administers human resources processes at the firm to include recruiting, hiring, training, performance reviews and management action as needed.
* Responsible for HR duties, including onboarding new employees, verifying employment eligibility, and payroll support
* Team player assisted any department needed or required attention

Education

\*Notary Certified 2019 License expiration 10/ 2023

\*QuickBooks classes Advance,

\*Intermediate for Online, Desktop 2015 Renewed Update 2019

\*Excel Intermediate 2019

\*Business Class 2017

\*Phlebotomy & Medical Assistant License Renewed 2018

\*CPR License 2014

\*Medicine Miami Dade College- Present Online classes

\*High school Graduate 2007Felix Varela Senior High

\*Park Way Magnet Middle School of Performing Arts

Special Skills:

\*Multi-task, Organization, Business Concepts

\*Team Player, Positive Demeanor

\*Great Communications Skills

\*Use high quality, Professional oral and written skills

\*Project positive image

\*Computer Savvy

\*Fluent in English & Spanish Skills

\*Managerial Skills

\*Excellent Customer Service Skills

\*Accounting, Bookkeeping

\*Computer programs literate (Excel, Word, Publisher, PowerPoint, Outlook QuickBooks

\*Computer programs with EHR, VISION, EMR QUEST & LABCORP

\*Fast Learner

\*Fast type 45-55 WPM

\*Billing & Coding

\*Taxes and Tax Document Forms

\*Payroll ADP \*Creativity for Advertisements & Program Events & Meetings

\*Scheduling Appointments and travel Arrangements

\*Payments and Balances

Many References available upon request from my CEO{s