C H A N E L H O C H

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As a dedicated Finance administrator, I utilize financial analytics and market/product trends to build customer platforms, increase sales, streamline workflow processes to decrease overhead and improve company profit margins. I work as the creative efficiency specialist at every level of the company, incorporating creative and innovative sales strategies and team initiatives in to achieve professional and personal success.

*PROFESSIONAL EXPERIENCE*

Office Manager & Bookkeeper

Stress Solutions Ι San Fernando Valley Ι 2011-Present

Managed the dynamic finances and staff of a medical practice in the promotion of integrated health and nutrition. Created and implemented sales and cost saving initiatives that promoted company growth, cut internal costs and defined practice financial strategy to meet company projections and goals.

* General Ledger, reconciling all entries and resolving any discrepancies.
* Bank & Credit reconciliation; resolving inconsistencies and balancing accounts
* AP/AR including collections and vendor tracking
* Document control and expense resolution
* Month End, Quarterly, EOY reporting and reconciliation
* Return on Investment (ROI); projecting earnings and loss based on previous performance and market trends
* Created community outreach program, ”Helping Hands”, donating professional treatment and resources to underserved communities.
* Recruit and onboard therapeutic and front office staff
* Resolve employee, patient, vendor concerns or issues in compliance with company policy.

Accounting and Finance Assistant II

Xpedx Ι Downey, CA Ι 2008-2011

Analysis of company financials and market trends to project product saturation and profit potential. In support of the Chief Financial Officer I operated in a multifaceted role comprised of financial and data analysis, transaction reconciliation and GL support.

* Created systems to predict and track customer need to increase company presence and customer base.
* Analyze market trends and create sales strategies to reflect company goals.
* Commission and Sales Analysis; shrinking the margins between goal and actuals by 7%.
* Maintain General Ledger, accurately reflecting all actuals
* Credit and Bank reconciliation, resolving any discrepancies
* Designed “Work-flow analysis”, to increase interdepartmental productivity
* Strategizing Kaizen streamlining analysis and applying best practices.
* Document control and expense resolution

*EDUCATION*

***AJU*** Ι  ***Bachelors of Science: Biology & Bioethics***

***FIDM*** Ι ***Associates: Fashion Design & Merchandising***