**Diana Castellanos**

PH: **[(323) 360-1466](tel:(323) 360-1466" \t "_blank)**

EMAIL: **[castellanosd292@gmail.com](mailto:castellanosd292@gmail.com" \t "_blank)**

**Young and self-motivated individual seeking an Entry level position. Seeking to join an organization that is in need of an innovative minded individual, who has the desire and passion to learn and grow.**

**Summary Skills**

* Excellent organization skills able to take the lead as well as work well with others.
* Computer Skills – Intermediate in Microsoft word, Excel, and QuickBooks.
* Type 50WPM.
* Fluent in Spanish.
* 2-3-years’ experience in the Accounting field.

**Work Experience**

**Honey Punch DBA. Wild Honey** **12/4/17 - 07/12/19**

**Accounting Assistant**

* Communicating with vendors.
* Data Entry using QuickBooks, N41 System & Accutrak.
* A/P & A/R preparation.
* Office clerical duties such as: Filing, copying, scanning, faxing etc.
* Creating Excel Spreadsheets (Daily Reports, Weekly Payments, etc.)
* Cutting Company Checks.
* Answer Phone Calls and Outgoing.
* Correcting Global Transport Payments.
* Planning/Creating Weekly Payment Schedules.
* Complete Wire/ACH Transfers.
* Assisting in HR (i.e. Hiring/Firing process).
* Calculating Hours for Payroll (incrementing/adjusting hours)

**Peach Love California 1/7/16 - 11/24/17**

**Administrative/Accounting Assistant**

* Processing/Creating Purchase Orders for fabric.
* Communicating with Vendors
* Data Entry/Using QuickBooks & Accutrak
* A/P Preparation
* Purchase Orders/Registering Styles
* Office/Clerical duties such as: (Filing, Copying, Scanning, Faxing etc.)
* Reception duties such as: Receiving Packages, incoming/outgoing calls, creating apt., Etc.
* Light Bookkeeping.
* Submitting PayPal Reports, Correcting Web Invoices, etc.

**EDUCATION**

**Cal State Los Angeles, CA 09/24/2013 - 06/09/2015**

* Undergraduate Student -Interest in Child Development

**South Gate High School South Gate, CA 08/2009 – 06/2013**

* General Education - 12th Grade 3.6 GPA

***References***

* John Kim

Occupation: Accountant

Relationship: Manager at Honey Punch

Email: bong6711@gmail.com

PH: 213-505-4509

* Hazel Koo

Occupation: Accounting Manager

Relationship: Manager at Peach Love

Email:  accounting@peachlovecream.com

PH: 213-624-7777