**Joana Garcia**

**2090 Gale Ave. Long beach, CA 90810**

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**(562)552-7625**

**OBJECTIVE**

Aiming a position to satisfy the accounts payable specialist at your company while utilizing my abilities in accounting and providing the opportunity to increase my experience and knowledge.

**EDUCATION**

**Bachelor’s Degree in Accounting** (May 2020)

California State University, Long Beach, California

**Associates in Science Business Administration** (June 2018) GPA: 3.50

Long Beach City College, Long Beach, California

**Dean’s List**

Long Beach City College, Long Beach, California (2016-2017)

**CERTIFICATES**

Foundations of Accounting

Money and Banking

**RELEVANT COURSES**

QuickBooks Accounting Economics Management Information Systems

**WORK EXPERIENCE**

**Student Assistant,** Long Beach City College, California **Sep 2016 - July 2018**

* Answers students with academic and financial aid questions
* Shelving, assisting in stacks maintenance, and moving and shifting of folders and other materials
* Verifying financial aid documents, if everything is answered properly
* Helped student become familiar with the school’s resources, and referred students to the appropriate school resources
* Processed document delivery requested by the staff, including scanning documents and faxing
* Staffing the front desk, answering walk-in questions

**Auditing Internship,** Jill Gately & Co., Los Alamitos, CA **Oct 2019 – April 2020**

* Provided audit service to wide variety of real estate companies
* Analyzed costs and revenues to project future trends
* Analyzed data and information, conducted different tests and sampling process using Excel
* Participated in the completion of clients’ annual UTC reports
* Performed analytical procedures and analyses to detect unusual financial statement relationships
* Performed financial audits for real estate companies, including test of cash and cash escrow, other assets, PPE, accounts payable/receivable, leases, payroll, expenses and revenues

**SKILLS AND ABILITIES**

* Adaptable
* People-oriented
* Achievement-oriented
* Detail oriented
* Experienced in QuickBooks accounting software
* Experienced in Microsoft (Access, Excel, Word, Outlook &PowerPoint)
* Bilingual (English/ Tagalog)