Mayra A. Martinez

7950 2nd Street, Downey, CA 90241 • Cell: 323-398-9015 • mawy\_t@hotmail.com

**PROFESSIONAL SUMMARY**

Business Administration Manager / Bookkeeper with 10 years’ experience.  Areas of expertise include Office Operations, Customer Service, HR, Accounting and Sales Support. Skilled at working with a diverse group of people. Strong organization, communication, and relationship-building skills. Eager to bring strong administrative skills to a growing company in need of top-level support.

|  |  |
| --- | --- |
| * Generally Accepted Accounting Principles * Accounts Payable & Accounts Receivable * Research, Investigation & Resolution * Management of Vendor & Customer Relations * Financial Statements & Preparation | * General Ledger Entries & Audits * Month-end Reconciliation & Analysis * Inventory Control * Data Entry, Invoicing & Purchase Orders * Business Accounting Process Improvements |

**AREAS OF EXPERTIESE**

**CARRER HISTORY**

**AP / AR Specialist**  06/2015 to 03/2020

**Signature Snacks Inc.**

* Ensure the smooth and adequate flow of information within the company to facilitate Accounts Payable and Receivables operations.
* New Vendors setup in to accounting system.
* Monitor customer accounts for non-payments, delayed payments etc.
* Processing vendors forms in to system including W- 9’s and 1099’s.
* Maintain all financial accounts and records.
* Research discrepancies and debits to accurately process.
* Work with CPA for Tax preparation and submission.
* Manage Accounts Payable & Accounts Receivable.
* General Journal Entries.
* Monthly Bank and Credit Card Reconciliations.
* Create and process invoices.
* Process Payroll bi-weekly and semi-monthly.
* Process Payment for independent contractors.
* Create and manage purchase orders and sales orders.
* Receiving merchandise in to system, creating and matching invoices with purchase orders & packing slips.
* Process and review customer payments, billing, refunds and exchange.

**Office Manager / Bookkeeper** 02/2009 to 06/2015

**George Promise Inc.**

* Process and review customer payments, billing, refunds and exchange.
* Process customer’s payments by ACH, Wire, Credit Card and Check.
* Review and manage delinquency reports of nonpayment accounts.
* Generate expenses reports.
* Receiving merchandise in to system, creating and matching invoices with purchase orders & packing slips.
* Input vendor invoices against purchase orders.
* Process bank reconciliations and financial reports to verify practice of proper due diligence.
* Handle cash and deposits using proper accounting procedures and documentation.
* Process payroll, electronic deposits, and employees pay adjustments.
* Process journal entries, online transfers, and payments.
* Worked directly with CPA to complete audits, gather tax information, and resolve discrepancies.
* Verify and track all projects deadlines to facilitate smooth workflow and satisfied clients.
* Develop procedures and training materials to ensure staff expectations are clear in regards to performance and specific processes to be follow.
* Perform filing system, data entry, drafting and editing office memos.
* Assuring office appeared presentable, and stocked with necessary tools for functionality.
* Training new employees, tracking assignments records, and recruiting.
* Multi-task, organize, prioritize and meeting deadlines with data entry and record keeping.
* Organize and coordinate workflow, manage multiple tasks, deadlines, and projects.

**FORMAL EDUCATION**

**High School Diploma**:

**Banning High School** - Los Angeles, CA

**Business Administration Certificate**:

**Los Angeles Harbor College** - Los Angeles, CA

**Global Logistics Certificate:**

**Cal State Dominguez** – Los Angeles, CA

**TECHNICAL SKILLS & PROFICIENCIES**

|  |  |
| --- | --- |
| * Microsoft Office (Word, Excel, Outlook, PowerPoint, Office 365) * Type 45/50 WPM * Experience with 10 key * QuickBooks Enterprise * QuickBooks Online * G Suite for Business * Ability to work independently | * Data management * Team leadership * Self-motivated * Extremely organized * ADP Payroll * Experience with W2, W9, 1099 and I9. * Bilingual (English & Spanish speaking) |