**PATRICIA** RODRIGUEZ

Bell Gardens, CA I C: (562) 299-2310 I Pati12303@hotmail.com

**OBJECTIVE**

Dedicated and motivated *online* college student, majoring in Accounting, seeking a full-time job, with experience in accounting, customer service, and multi-tasking. Looking to grow into a successful employee, meanwhile getting an education to achieve a bachelors in Accounting, and providing conscientious work to the company's objectives.

**EDUCATION**

**LONG BEACH COMMUNITY COLLEGE**

Long Beach, CA

­­Associates of Business Administration in Accountancy

**WORK EXPERIENCE**

**PALMIERI, TYLER, WIENER, WILHEM & WALDRON LLP (08/2019- 02/12/2020)**

ACCOUNTING ASSISTANT:

* Assisting team members with edits in billing while using accounting software Orion for end of the month procedures.
* Reconciling bank accounts.
* Help with office procedures including; mailing, scanning, filing, and organizing documents.
* Editing and updating expenses in Orion in a timely manner by the end of the month.

**ONE SOURCE EQUIPMENT RENTALS (08/2018-05/10/2019)**

ACCOUNTING ASSISTANT:

* Effectively assisted in making collection calls in order to help keep company cash inflow.
* Used Quick books to input company accounts payable and account receivable invoices to close the books for the end of the month.
* Multi-tasked while doing other office functions that include; sending emails, answering phone calls, filing, creating documents and organizing.

**TAX-411 (11/2016- 05/2018)**

BOOKEEPER:

* Used Quick books effectively: Entering and paying bills, checks, entering deposits, using the profit and loss, and reconciliation of the work.
* Used Excel to input data to create bookkeeping sheets for deposits, expenses, and income statements.
* Multi-tasked by answering phone lines and worked as a team in different areas of the office.

**SKILLS**

* Spanish, MS Word, Excel, Orion