**SEETA GENOVA**

West Palm Beach, Florida 33411

(561) 635 6139 ∙ [seetagenova@yahoo.com](mailto:seetagenova@yahoo.com)

**OBJECTIVE**

Accounting and IT specialist to contribute to the operations of the company, multi-task and be efficient to the team

**QUALIFICATIONS**

* Increase sales by 15% and decrease labor costs by 18% in restaurant business
* Chart accounts payable, accounts receivables, general ledger, and reconciliation
* Sarbanes-Oxley compliance, data integrity and strong ethics
* Interpret and apply GAAP to analyze, record, and report financial information
* Evaluate financial statements to determine strength and weakness of a business
* Computer literate, Proficient in MS Excel, Access, Word, and PowerPoint
* Self-starter, Goal-oriented, Team-player
* Strong communication, analytical, & problem-solving skills
* Attention to detail, Accuracy, and Deadlines
* Ability to plan, organize, prioritize and multitask

**EDUCATION**

**Associate in Occupational Studies in Accounting April 2008**

Bryant and Stratton College, Orchard Park, NY GPA 4.0

**Relevant courses of study:**

* Cost Accounting
* Tax Accounting
* Financial Analysis
* Accounting Systems
* Accounting Principles I, II
* Business Principles I

**Associate in Occupational Studies in Information Technology December 2008**

Bryant and Stratton College, Orchard Park, NY GPA 4.0

**Relevant courses of study:**

* Internet and Web Page Development
* Information Technology I, II

**EXPERIENCE**

**Genova Enterprise, Inc. & Saldi Pizza Corp. 2005-09**

**Manager/Owner:**

* Record, analyze, and interpret financial information
* Use Excel to create monthly and annual financial statements
* Evaluate statements to make decisions, increased sales by 15%
* Recruit and train 10 employees including customer service & production staff
* Distribute payroll, reduced labor costs by 18%

**ACTIVITIES**

Alpha Beta Gamma honor society 2007

Dean’s List (4 semesters) 2006-2007