

Trisha Panjabi

Irvine, CA • (949) 278-4152 • tpnabi@ucla.edu

Summary

Accounting Associate with proficient mathematical, computer/technology, and Excel skills. Proven to have strong leadership and organization abilities and will provide references upon request.

Education

University of California, Berkeley

Financial Planning and Analysis Certificate Program

Starting May 2014

University of California, Los Angeles

Economics

June 2011

Experience

First American Title Insurance—Accounting Associate

July 2012-Present

- Resolve payment discrepancies using remittance details, aging reports, Excel spreadsheets, and billing databases
- Account reconciliations
- Process payment authorizations from customers as well as adjustments/write offs and credit memos while prioritizing all month-end tasks
- Reduced out of compliance receipts from \$1.2 million to 96K in less than 2 years
- Proficient in MS Office, Sharepoint, Oracle, Chase Paymentech
- Strong understanding of GAAP procedures and established policies

United Auto Credit—Communications Coordinator

August 2011-July 2012

- Publish monthly national newsletter (5 pages) to keep employees connected
- Plan monthly holiday celebrations & team building events to boost employee morale
- Entry level experience in recruiting (job board posting, analyzing resumes, using various talent platforms, phone & in-person interviewing)
- Research social media marketing strategies to help attract talent

Daily Bruin Marketing—Marketing Intern

September 2010-June 2011

- Aided in the development of localresearch.com, a website containing information (videos, pictures, business hours, menu, etc) about local businesses
- Marketed businesses who purchased advertisements

Abbott Staffing Agency—Focus Group Coordinator

May 2007-August 2011

- Organized focus groups at market research firms for companies such as Taco Bell and Toyota

Contempo Creations—Sales Associate

June 2007-August 2011

- Meet with clients to make promotional sales
- Managed accounts on QuickBooks Pro

www.linkedin.com/in/trishapanjabi/

