

VICKIANA MEDINA

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PROFESSIONAL SUMMARY

Motivated and adaptable accounting and administrative professional with 12+ years of experience in versatile industries providing administrative support, data analysis and managing accounting processes. Established expertise in accounts payable/receivable processes, administrative management and human resources processes. Highly organized in managing priorities, projects and tasks while maintaining a positive attitude and desire to excel in a remote working environment.

SKILLS & ATTRIBUTES

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| • Microsoft Office Suite | • ADP & QuickBooks | • Process Improvement | • Data Analysis & Billing Processes | • Bilingual: English & Spanish |
| • Video Conferencing & Workplace Connectivity Tools | • Accounts Payable/Receivable Processes | • Interpersonal & Written Communication | • Problem Solving & Time Management | • Organization & Project Management |

PROFESSIONAL EXPERIENCE

Pro Design Inc., Astoria, NY

August 2017 – December 2018

Associate Data Analyst

- Supported business operations through data mining to uncover insights, identify market trends and inflection points.
- Assessed data and communicated actionable recommendations to business leadership based on data trends.
- Improved reliability of supply chain software, systems, database and order processing through process evaluation to ensure accuracy and correct frequency.
- Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies.

DB Insurance, Great Neck, NY

March 2013 – August 2016

Accountant

- Performed accounting functions including gathering and analyzing data, creating and finalizing reports, transaction review and reconciliation ensuring accuracy.
- Created and generated monthly 30-60-90 day past due report to track defaulted donors. Evaluated open accounts to review past due balances and pursue collection strategies.
- Responsible for accounts receivable functions, including cash receipts posting, updating cash flow reports and researching chargebacks and write-offs.
- Reviewed and processed chargeback notifications to customers for payment avoiding releasing debt to collection agencies.
- Communicated with customers to verify and update account information. Maintained all financial information confidential.

United Hood Cleaning, Woodside, NY

June 2012 – January 2013

Administrative Assistant

- Managed daily office operations and provided comprehensive office-wide administrative support, including organizing files, creating documents and spreadsheets and calendar management.
- Managed receptionist area, including greeting and directing visitors and responding to telephone and in-person requests.
- Managed and dispersed incoming office mail. Organized and processed report and publication mailings.
- Handled complex calendar scheduling for management team. Verified and confirmed meetings and attendees. Prepared meeting agendas and compiled detailed meeting notes.
- Supervised junior administrative staff. Created administrative and procedural processes to improve accuracy and efficiency.
- Processed company payroll and managed time and attendance systems. Posted open positions on company website

Pro Design Inc., Astoria, NY

January 2009 – March 2011

Accounts Payable Associate

- Executed accounts payable processes ensuring accuracy and efficiency. Managed payment processing, expense reporting and timely invoice review. Reconciled bank statements and performed entry verification.

Dewhurst Macfarlane & Partners, New York, NY

February 2007 – July 2008

Accounts Receivable Clerk

- Processed and recorded all payment transactions, including cash, checks, and vouchers. Produced invoices and communicated with customers regarding payments.

EDUCATION

Queens College of the City University of New York, Queens NY

Bachelor of Arts, Accounting & Information Systems

2008

Columbia University Coding Boot Camp

In Progress