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| **Golpe Global**  **Business Analyst** |  |  |

Provided small businesses Accounting and Bookkeeping services

Managed startup company

Invoice and payroll processing

Workflow analysis and procedures development

Website design, development and administration

Paperless record keeping and cloud integration setup and support

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| **Web development** |  |  |

Web development skills list to be input by Walt.

**Design**

TBA Jorge this one is on you.

**Advertising**

TBA

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| --- | --- | --- |
| **Bookkeeping and Accounting services** |  |  |

Maintained financial records & prepared relevant reports for the owners

Repaired neglected financial records for new clients

Reconciled bank, cash and credit card accounts

Provided accounting services to high net worth individuals and closely held companies

Created financial projections for startup planning and loan applications

Prepared accounting for year-end planning, tax preparation and payroll quarterlies

Managed the company’s transition to paperless record keeping

Developed computer automation solutions in excel

Prepared corporate, individual, trust and payroll tax returns under tight deadlines