

Objective

22 years' experience in Office Accounting, Administrative and Bookkeeping. Able to identify the strengths and weaknesses of daily procedures and able to incorporate alternative efficient solutions or approaches to the process. Monitor or assess the performance of organizations to make improvements or take corrective action. Develop and implement efficient and effective guidelines for daily procedures.

Skills

Financial Analysis, Communication, Analytical, Excel, Financial Modeling, Equity Analysis.

Work Experience

Business Operations Associate II

ABC Corporation - May 2007 – January 2010

- Business Operations Accounts Payable and Accounts Receivable.
- Document Control - Maintain electronic and hard copy filing systems Operate computers programmed with Excel and QuickBooks accounting software.
- Bimonthly Time and Expense Billing.
- Payroll expense reconciliation.
- Reconcile corporate credit card expenses and report discrepancies found.
- Developed general office procedure guidelines for new employees.
- Schedule corporate travel including airfare, hotel and transportation.

Business Operations Associate

Delta Corporation - 2003 – 2007

- In charge of the management and collection of accounts receivable associated with the Raleigh, NC field office.
- Duties included invoicing, requesting appropriate backup from the field office and account resolution.
- Coastal Sunbelt Produce Company Savage, MD 21076.
- Managed total accounts receivable with an Aging over \$11M.
- o Coordinated and managed the entire sales lifecycle from handling client proposal requests to contract execution o Acted as a point of contact for .
- Reconcile customer accounts and invoice weekly or monthly invoices.
- Research payments and ensure that multi million dollar accounts maintain accurate documentation and reconciliation.

Education

Spanish/Fine Arts - (Universidad Autonoma de Coahuila - Coahuila, MX)