
Sonoma State University 2015 - BS Economics, BA Political Science

FPI Property Management: General Ledger Accountant

Folsom, CA June 2025 - Current

- Multi client property accounting
- Yardi proficient
- Monthly Financial Packets
- Cash Management

Intuit: Quickbooks Live Expert

Remote, Nov 2024–May 2025 (contract)

- 5-20 Reconciliations a day, total items ranging 100-50,000 entries, periods dating as far back as 2019
- Direct customer interaction with every case, maintained perfect satisfaction score and 97% issue resolution rate for contract duration
- Migrated QuickBooks Desktop accounts to QuickBooks Online
- Generated Individualized Custom Financial Reports

International Aviation Academy: Accounting Manager

Sacramento, CA Sep 2024–Nov 2024

- Created and implemented accounting policy and procedure where none existed
- Discovered and successfully Collected AR dating back to 2017
- Inventoried
- Forecast Budget

1st Ave Storage: Bookkeeper, Accountant

Fort Collins, CO Aug 2022–Aug 2024

- Repaired and updated books going back to 2019
- Generated member and income reports

Future Fibres: Bookkeeper

Hollywood, FL November 2020–April 2022

- AP/AR
- Monthly financial reporting
- Quarterly sales tax filings
- Re-wrote accounting policy and procedure manual.
- SAP, Quickbooks and Manual Checks

Paragon Accountants: Office Manager and Staff Accountant, Executive Assistant

San Diego, CA November 2019–April 2020

- Multi Client Accounting
- Full Charge Bookkeeping
- Tax Accounting and preparation
- Office administration and first point of contact

Skills and Technology Proficiency:

Financial Analytics and Reporting
GL Accounting
GAAP Accounting
Full Charge Bookkeeping
AR/AP
Payroll
Grant/Restricted Fund Accounting

Quickbooks Online and Desktop, Certified Proadvisor
Google Docs, Drive, Sheets
Microsoft Suite of Programs
Gusto, Paychex ADP
Yardi
POS Systems, Square, Stripe