**OBJECTIVE:** To obtain the Customer Service Representative position with the City of Azusa.

**EXPERIENCE:**

**Tax Preparer - Jackson Hewitt** 11/2024-03/2025

Personal Tax Preparation services, data entry, e-filling tax returns. Explaining tax refunds/ balance to clients.

**Accounting Clerk- P.K. Schieffer, LLP** 05/2024 – 11/2024

Imputing timesheets into Sage Timeslips. Logging Billable and Non-Billable time, monitoring attorney’s and paralegals’ billable time. Imputing Expenses into QuickBooks Enterprise. Updating the Reserve Tracker. Have all time imputed for billing. Turning in Open Balances to Management for payment. Accounts Payable.

**Retail Sales Specialist- CoWorx Staffing Services, Inc** 12/2022- 12/2024

Provided sales support for sales of Jimmy Choo, Mt Blanc, and Coach at Macy’s store meeting daily team goals. Generated sales to meet production goals. Provided gifts and samples to promote the brands.

**Tax Preparer, Bookkeeper - Hernandez Accounting** 09/2022- 03/2025

Provided Tax Preparation and Bookkeeping Services. Management of transactions, categorizing expenses, reconciling to bank account or credit cards. Business Tax Preparation.

**Accounts Payable Specialist- Pacific Giant** 07/2022-09/2022

Generated Reports using Quickbooks Enterprise, end of month reports, payment schedule, Unpaid Bills, Aging Reports, Credit Card Reconciliation, Bank Reconciliation, and Account Reconciliation. 3-way Accounting Matching Method. Invoicing, organizing invoices, placing accounts up to date. Cutting Checks.

**Customer Support Specialist, Associate Team Leader- H&R Block** 01/2022- -04/2022

Using Analytics to update the communication board, managing appointments for the Tax Pros. Receptionist duties like answering phones, taking messages, updating clients information, and assisting clients with document drop-off. Monitoring the work in progress and schedule readiness for the office. Calling campaigns.

**Talent Acquisition Assistant- Zenith Executives, Inc.** 09/2021-12/2021

**C2 Clerk ● Premier Pharmacy Services** 03/2021- 09/2021

**Program Leader • Think Together** 07/2017 - 01/2018

**Assistant Clerk • South Bay Workforce Investment Board** 08/2016- 04/2017

**EDUCATION**:

Bookkeeping Certificate• Associate Degree-Accounting • **Mt San Antonio College**

Intuit Quickbooks, Sage Timeslips

**VOLUNTEER EXPERIENCE OR LEADERSHIP:**

**Parent Volunteer**- Early Head Start Program Baldwin Park Unified School District Spring 2018

**Parent Committee Meeting Attendee**

Vineland Elementary, Baldwin Park, CA Baldwin Park Unified School District Spring 2018

**EHS Parent Class President**- Policy Committee School Representative

New Lexington School- El Monte Unified School District 2018-2019

**DAC Representative-** Workman Elementary, Hacienda-La Puente Unified School District 2020-2021