**Education:**

**Keller School of Management** July 2017 – March 2019

Master of Science in Accounting

**Westfield State University** Fall 2016 – Spring 2017

Master of Science in Accountancy Westfield, Ma

**DeVry University Online**                                            July 2010 - Sep 2013

Bachelor’s degree of Science in Technical Management specializing in Accounting

**Holyoke Community College** Fall 2007 – Spring 2010

Took classes towards Associate Degree Holyoke, MA

**Skills:**

**Software Programs:** QuickBooks Online; QuickBooks Desktop; LazerLink; EagleView Filing; TFP Systems; Integrating software, such as PayPal and Stripe with QBO; Stripe; ChargeBee; PayPal; ClubReady; Glofox; PaymentXP; XProtect; Moolah Processing; nmi Processing; CCH ProSystem FX, Practice Management & Engagement; Shopify; Square

**Payroll Companies:** ADP; Paychex; Paycom; Employer on the Go; Accupay; SurePayroll; Heartland *(Reports only – did not run payroll)*

**Computer Skills**: Microsoft Word, Excel, PowerPoint & Outlook

**Typing Skills**: Types 75 words per minute

**Other Skills**: Exceptional multi-tasker, Management, Adaptable, Experience in a fast-paced environment, Time Management; Customer service, Reliable, Self-motivated, Determined, Goal-oriented

**Certifications:** QuickBooks Online ProAdvisor

**Work Experience:**

**Virtuous Accounting Services**

*Owner & Founder*  April 2020 – Current

* Managing client’s books
* Accounts Payable/Accounts Receivable
* Billing
* Adjusting Journal Entries
* Obtaining CA Seller’s Permits
* Filing CA & AZ sales tax returns
* Finding discrepancies within a client’s books; Cleaning up a client’s books for past years and/or errors
* Setting up QuickBooks on desktop and online
* Month-end close
* Year-end close
* Bank/Credit Card Reconciliations
* Creating/Printing/E-filing 1099’s for clients
* Working with deadlines
* Sending financials to clients

**Lipinski & Associates/The Giffin Company CPA**

*Accounting Manager (Head of Accounting Department)*  Jan 15, 2018 – April 2, 2020

* Managing the bookkeeping department on my own for 2 years – 60+ clients
* Setting up QuickBooks on desktop and online
* Starting from scratch to create books for a business
* Finding discrepancies within a client’s books; Cleaning up a client’s books for past years and/or errors
* Accounts Payable/Accounts Receivable
* Billing
* Adjusting Journal Entries
* Obtaining Seller’s Permits in CA
* Filing CA sales tax returns
* Franchise Accounting
* Non-Profit Accounting
* Month-end close
* Year-end close
* Bank/Credit Card Reconciliations
* Creating/Printing/E-filing 1099’s for clients using LazerLink
* Working with deadlines
* Sending financials to clients

**Pascucci, Teixeira & Co., P.C.**

*Full-Charge Bookkeeper/Office Manager*   Nov 3, 2014 – Sep 14, 2017

* Making Bank Deposits through Online Banking
* Full-Charge Bookkeeper
* Billing – Invoices & Statements
* Month-end close
* Adjusting Journal Entries
* Partial year-end close
* Working with deadlines
* Bank/Credit card Reconciliations
* Trial Balance
* Accounts Receivable/ Accounts Payable
* Creating/Printing 1099’s for clients using LazerLink
* Creating/Printing W-2’s for clients using LazerLink
* Assembling Tax Returns
* Data Entry
* Preparing Tax Returns
* Entering new clients in PM
* Mail/Fax/Copies
* Calling Clients
* Setting up Appointments
* Ordering products
* Filing Records
* Multi-phone line

**Mimmos Pizza** August 2006 - July 2013

*Manager*             September 2013 – June 2016

* Opening and closing the restaurant at appropriate times
* Inventory
* Delegating tasks to employees and ensuring they are being completed correctly and in a timely manner
* Cashing out the register to ensure the sales equal the daily totals for the day
* Answering the phones and taking customer’s orders
* Customer Service – welcoming customers and handling complaints - both initial and escalated issues
* Making deposits at the bank and getting change if necessary
* Making sure the inventory is replenished on a weekly basis
* Running credit cards, handling tips, and crediting customer’s accounts due to any errors
* Making the pizza dough; preparing pizzas, grinders, etc.
* Stocking and prepping product as needed
* Cashing out customers in a timely manner

**Food Service/Retail/Other** 1999-2016