**Celinet Martinez**

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**EDUCATION:**

**Queens College**,Queens, NY May 2022

* Bachelor’s in accounting
* 3.2 GPA

**International Association of Professions Career College**  May 2023

* Bookkeeper Certification

**Quickbooks.Intuit.com** Present

* Quickbooks Advicer Pro Certification

**HONORS & AWARDS:**

* Queens College: Dean's List
* Year Up: Recognized as Professional of the Week
* Verisk’s Way to go Award

**WORK EXPERIENCE:**

**Verisk Analytics,** Jersey City, NJ

*Payroll Analyst* April 2021 - Present

*Payroll Associate* February 2019 – April 2021

* Process and reconcile biweekly and semimonthly payroll for 7 companies in a deadline-based environment
* Assists in the payroll processing for new company acquisitions with 100+ employees
* Process semi-monthly and monthly invoices using Basware
* Process garnishment requests on employee’s behalf

**Alliance Bernstein** – **Internship, New York, NY**  August 2018 – February 2019

*Data Analyst*

* Produce monthly/quarterly reports for institutional clients
* Analyze and guarantee the display of accurate information within reports
* Identify and notify discrepancies within reports to certain departments/teams

**RELEVANT SKILLS:**

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| **Software:** |  |
| * Microsoft Office Suite: Excel, PowerPoint, Word * PeopleSoft * Basware   **Technical Skills:**   * Data Analysis   **Languages:**   * Fluent Spanish   **VOLUNTEERING EXPERIENCE:**   |  |  | | --- | --- | | **Iglesia Cristiana Casa de Liberacion** January 2018 - Present |  | |  |

* Record weekly and monthly transactions in manual church’s books
* Reconcile monthly bank statements
* Produce Annual Financial Statements