

Eliza Agudelo
Arleta, CA
capoe2b@gmail.com

Summary:

Fluent in both English and Spanish. Have experience in Word, Excel, PowerPoint, Microsoft Outlook, Quickbooks (both PC & MAC, Both Online and Desktop), Xero Bookkeeping system, Quicken and MS Publisher. Have taken management seminars. Can type at least 50WPM.

Currently have 2 clients that I work for. Have been freelance (1099) since 2015 (Remote work)

Professional Experience:

Crest Real Estate, LLC
March 2014- March 2015
Accounts Manager

- Organize files for filing, open mail and distribute
- A/R & A/P
- Reconciliation of Bank accounts, and all credit cards
- Process payroll, through ADP on a biweekly basis.
- Place all office orders and keep office organized.
- Worked with General Ledger
- Close communication with Accountant for end of year tax preparation
- Made collection letters and phone calls to past due clients.
- Made deposits to account

Bartmasser & Co.
January 2012 – March 2014
Office Manager/Receptionist/Bookkeeper

- Answer all incoming calls and direct to right person
- Organize files for filing, open mail and distribute
- Input client info into Quickbooks as they come in for end of year taxes and payroll
- Take care of client billing, call and write collection letters when needed
- Bank Reconciliations for clients
- Keep calendar updated for owner
- Assist with any and all projects owner needs me to do
- Help in the preparation of client taxes i.e inputting w-2, 1099 using Lacerte program
- Help with clients payroll through payroll CFS Payroll System

Litepanels/Bubble & Crude
May 2009 – June 2011
Bookkeeper/Personal Assistant

- A/R with Quickbooks
- A/P with Quickbooks
- Bank reconciliations
- Close communication with Accountant for end of year taxes
- Worked with general ledger
- Journal entries
- Scheduled travel and meetings
- Replied to e-mails sent to owner
- Filed all paperwork/opened all incoming mail
- Answered phone
- Assisted owner of the company in anything needed

- Kept presidents calendar updated
- Assisted with any current projects/research needing my help

Health Development Services

Sept 2008 – Nov 2010

Receptionist/Bookkeeper

- Answered all incoming calls
- Checked voice messages and sent to proper person
- Opened and organized mail
- Worked on Quickbooks organizing and cleaning up
- Greeted all clients and took co-pay for sessions
- Updated any forms or applications as needed
- Worked as a Spanish translator for one of the clients
- Contacted clients and verified next day appointments
- Small projects given from Doctor to do

Private Label Reserve/ Cool Cups

April 2008 – Present

Personal Assistant/Bookkeeper

- A/R with Quicken
- A/P with Quicken
- Filed all paperwork
- Answered phone
- Assisted in anything needed
- Help with application submissions to different vendors for distribution
- Liaison between owner and vendor companies

LuckyEarth, LLC./Location Junkies

April 2007- March 2008

Office Manager/Bookkeeper

- A/R (or both companies) with Quickbooks
- A/P (for both companies) with Quickbooks
- Payroll (Netpay Services)
- Schedule and book travel, hotel stay, & auto rental
- Answer phones
- Personal Assistant to President & V. President of company.
- Work with State Fund for both companies Worker's Comp insurance
- Work with Board of Equalization for company taxes (Sales & Use Tax)
- Run office and make sure everything is running properly
- Take care of LuckyEarth & Location Junkies bookkeeping
- Deal with everything for LuckyEarth, Business licenses, Sellers permits. Etc.
- Do collection work for both LuckyEarth & Location Junkies
- Small amount of HR Department.
- Scheduled presidents travel and meetings
- Assisted with any current projects needing my help
- Kept presidents calendar updated

Education:

Broward Community College

A.A. Degree in Liberal Arts

FIU

B.A in Journalism with minor in Photography.

References furnished upon Request