

Erika Diaz

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SUMMARY

Detail-oriented Business and Accounting professional with hands on experience in high-volume financial data processing, accounts payable and receivable management, and multi-property bookkeeping across 50+ properties using QuickBooks Online. Strong background in administrative support, data entry, reconciliation, and operational reporting with a focus on accuracy, efficiency, and data integrity. Experienced in fast-paced environments requiring multitasking, organization, and communication across multiple stakeholders. Seeking remote administrative, data entry, or virtual assistant opportunities.

SKILLS

- Administrative Support & Office Operations
- Data Entry & High-Volume Data Processing
- Accounts Payable / Accounts Receivable (AP/AR)
- QuickBooks Online (Multi-Property Bookkeeping)
- Microsoft Excel (Data Tracking, Reporting, Spreadsheets)
- Invoice Processing & Financial Reconciliation
- Email Management & Professional Communication
- Document Control & Digital Filing Systems
- Scheduling & Calendar Coordination
- Workflow Organization & Task Prioritization
- Attention to Detail & Accuracy
- Multitasking in Remote / Fast-Paced Environments

EXPERIENCE

Accounts Clerk

Flowers Property Management — Placencia Village, Stann Creek District
February 2026 – Present

- Record and process daily financial transactions with high accuracy across multiple accounts
- Assist in managing accounts payable and accounts receivable workflows
- Prepare, issue, and track receipts, and payment vouchers
- Maintain and organize financial records and digital filing systems for easy retrieval
- Support bank reconciliation and monthly financial reporting processes
- Review financial documents for accuracy prior to processing and entry

Bookkeeper

Coconut Row Hotel and Boutique — Hopkins Village, Stann Creek District

January 2026 – February 2026

- Recorded daily financial transactions and maintained organized accounting records
- Processed invoices, receipts, and payment documentation in a timely manner
- Performed bank reconciliations and matched internal records with statements
- Ensured correct classification of expenses and income accounts
- Maintained structured filing system for financial documentation
- Assisted in month-end closing procedures and reporting preparation

Front Desk Administrative Assistant

Coconut Row Hotel and Boutique — Hopkins Village, Stann Creek District

September 2025 – November 2025

- Managed front desk operations, including visitor reception and customer service
- Handled incoming calls, emails, and appointment scheduling
- Maintained daily calendars and coordinated administrative tasks
- Recorded and routed messages accurately to staff members
- Supported general office administration and documentation tasks
- Assisted with basic bookkeeping and data entry tasks
- Always ensured organized and professional reception area

Business Teacher

Valley of Peace SDA Academy — Valley of Peace Village, Cayo District

August 2024 – April 2025

- Delivered instruction in Business Studies, including Principles of Accounts, Principles of Business, and Office Administration
- Prepared lesson plans, assessments, worksheets, and academic reports
- Managed classroom administration, records, and student documentation
- Coordinated school events and student programs, ensuring smooth execution
- Supported student preparation for mock interviews, internships, and SBA projects
- Communicated effectively with students, parents, and staff in English and Spanish
- Organized presentations and school materials for academic and promotional purposes

EDUCATION

Stann Creek Ecumenical Junior College, August 2022 – May 2024

Dangriga Town – Stann Creek District

- Successful completion of two years of tertiary education and received an Associate Degree in Business Management and Economics.

Stann Creek Ecumenical High School, August 2018 – June 2022

- Successful completion of four years of secondary education, graduated with honors and received a diploma in Business.