

GUILLERMINA GOMEZ, EA

1/14/2020



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OBJECTIVES

To utilize my years of experience in Accounting and Taxation Services with emphasis in small businesses to help companies build their Financial Statements with accurate books. Advanced skills and superior capacity with high experience doing business with LATAM.

EXPERIENCE

GG Accounting & Taxation Services- Miami Lakes, FL

- August 04,2016-Present (Owner/Manager)- Small Business
- Accounting-Bookkeeping Services in a Monthly Basis with emphasis in Small Businesses.
- Payroll Services under Company requirements, that's mean weekly, by-weekly, semimonthly or monthly.
- Florida Sales Tax payments. – New Corporation Filing
- Income Tax Services - Corporate Tax Services
- Quickbooks Certified Proadvisor – Support, Training, Maintenance and others.
- Clients examples: Pizza Stores, Café & Bakeries, Photographers, Logistics, Car Dealerships, CPAs Firms, Wholesale-Retails amount many others.

HLB,Gravier LLP CPAs- Coral Gables,FL

- November 2019.Bookkeeper Temporary position- Contractor
- Accounting-Bookkeeping for clients in QBDT.

Canner,Brody&Yan,LLC,CPAs&Consultants- Miami Lakes,FL

- Nov,2018 – January,2019 – Full charge Bookkeeper – Temporary Projects
- Accounting write-up, Data Entry YE on QBDT. Sales Tax, Payroll Tax, Run Payroll as client's scheduled by weekly, semiweekly. EFTPS payments. Cash sheet, W2, W3s, 1099s. Accounting write-up for condominiums and apartments.

Ernesto González CPA P.A.- Coral Gables, FL

- July,2018 – September,2018. - Staff Accountant – Temporary Projects
- Accounting write-up, Data Entry YE, Time Sheet-Client billing. Workpapers. CS Professional Suite: Creative-Accounting, Practice, Ultra Tax and File Cabinet Solutions. Familiar with paperless. Manager: Carolina Bracho, CPA.

International Beauty Exchange – Miami Lakes, FL

- August 28, 2017 – July 2018 – Client Contractor.

A/R, A/P balances in QBDT Enterprise. Payments, Cash Deposits, Credits Cards, Accounting Closing, Collections, Payroll, Inventory, Audits, Administrative duties, Assist Manager. OSAS immigration project to QBDT. CPA Annette Lewis.

Accountemps Staffing Services a Robert Half Division.

Temporary assessments

- Vista Security Services, Doral, FL- Consulting. August 7 – August 25,2017.

Accounting Project to up-to-date A/R, A/P balances in QBDT. (Internal Audit)

-Intercontinental Cigar, Miramar, FL – Staff Accountant. May 15,2017-June 2017.

A/R, A/P, Assistance with the Bank Reconciliations, Cash Management, Forecast, Credit Cards A/R payments. Acumatica Accounting Software.

-Cabañas Law Firm & CPA Firm, Pembroke Pines, FL – April 2017 – June 2017

Staff Accountant Accounting Project to up-to-date books. QBDT software.

Staff Accountant | Freelance- Mike Karpel CPA's

May 2016- April 2017

-Accounting Specialist to write-up projects to CPA small firm's clients with emphasis in small businesses.

-Creative new Florida Business Corporations.

-CPA's Client visits to their offices, business locations representing the firm to do their books in a monthly basis.

-Experience handling short accounting projects to Law firms, CPA firms, up-to-date to companies offering services or retails among many others.

-Registered Tax preparer per season files Income tax 1040, rental income, stocks, extensions and 1040X. PTIN holder. Liberty Tax franchise tax season 16'

-Registered Tax preparer per season files Corporate Tax 1120,1120S,1065 extensions. PTIN holder.

-Payroll Quarterly filing services 941, annual filing 940.

-Sales tax filing, RT-6 Florida Revenue.

-Season year end bookkeeping services files W-2, W-3,1099s.

Senior Financial Analyst | Aerodoc Inc

April 2013 – May 2016 - Full Time Job

-Development Financial Statements with emphasis on A/P, exceptional track record of building and integrating Financial Projects to track the Logistics Services offer.

-Invoicing to TV channels Companies and Telecommunications equipment including HBO, MTV, Networks, EMC, FOX, Discovery, TNT, ESPN Paramount Pictures, Cisco and Polycom among many others.

- Billing cycle to Vendors in a daily basis for a global logistics services company operating in 30 countries including Africa, Germany, China, UK, Canada and especially LATAM. Wires transfer, checks print out.
- Participate in the accounting monthly closing included the Bank reconciliations, Credit cards as well, Petty Cash custody, Office supplies.
- Intercompany Accounts reconciliations. G/L BS. P&L
- Supervise staff of 2 accounting clerks: hired and train new personal came from LATAM. PMs expenses coordination and Operations manager ETA priorities.
- Payroll register entries whether it is, weekly, semi-monthly depending on the company's requirements.
- Assist CFO with budgeting, purchasing, work papers, forecast and year-end entries to tax purposes.
- Successfully established accounting monthly closing with complete responsibility to the GL's accounts.

Senior Clerk | Florida Health Department to Refugee Assessments Program

August 2011 – March 2013 – Full Time Job

- Registered in HMS Florida Health System the new refugees under immigration regulation laws.
- Determine under Florida Health status the eligibility to received health services in the clinic department.
- Monthly Reports to Supervisor to recognize and meter the patient's volume.
- Assistant in medical records of Pediatric, Laboratory and Follow up department.

EDUCATION AND TRAINING

MDC – The English Center

Aug 2010- June 2012

Accounting Operator's Program

The National Technological Institute of Mexico

Aug 2004- June 2009

International Education Consultants, that Ms. Gomez has the equivalent of the U.S. degree of Bachelor of Business Administration.

LICENSES AND CERTIFICATIONS

IRS Enrolled Agent- A Federal Licensed Tax Practitioner

IRS- AFSP –Record of completion

AFSP 2019 – Expire December 2019

QuickBooks Online- Certified Pro Advisor 2019

QuickBooks Desktop- Certified Pro Advisor 2019

ASSOCIATIONS

- ☐ AIPB – American Institute of Professionals Bookkeepers
Valid through July 2021.
- ☐ NATP – National Association of Tax Professionals
Valid through Feb 2020.
- ☐ NAEA – National Association of Enrolled Agents
Valid through December 2020.

SKILLS

- ☐ Accounting Software QBO Certified ProAdvisor, QBDT any version.
- ☐ Florida Notary Public expire January 8,2021.
- ☐ Tax Software: Drake
- ☐ Integrated systems: Accounting CS, Ultra Tax
- ☐ Microsoft office: Word, Power-Point, Outlook, Excel: Pivot tables, charts, lookup.
- ☐ Logistics & Basic Accounting: Magaya
- ☐ Intermediate-Minimum knowledge: Accumatica Accounting system, SAP Business One.
- ☐ Others: Adobe acrobat edit (familiar with paperless), scan, images. Type 45-50wpm.

LANGUAGE SKILL

- ☐ English Spanish