



CONTACT

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SKILLS

- Full-Cycle Bookkeeping
- QuickBooks Online & Desktop
- Bank & Credit Card Reconciliation
- Accounts Payable & Accounts Receivable
- Trust/Escrow Accounting
- Payroll Support & Vendor Management
- Month-End Close & Financial Reporting
- Expense Categorization & Audit Preparation
- Workflow Optimization & Systems Setup
- Confidential Records Management
- Remote Bookkeeping & Client Support
- Project Management Tools
- Strong Communication

HOLLY PULIDO

B E L L O T A S T R A T E G I E S

B O O K K E E P I N G S E R V I C E S

PROFILE

Detail-oriented bookkeeping specialist with 25 years of experience supporting law firms, small businesses, real estate professionals, and service-based organizations. Expert in QuickBooks, reconciliation, financial reporting, trust/escrow workflows, and back-office optimization. Known for exceptional accuracy, confidentiality, and the ability to transform disorganized financial systems into clear, efficient, reliable operations.

EXPERIENCE

FOUNDER

Bellota Strategies

2024 - Present

Provide contract bookkeeping and operational support for law firms, real estate agents, contractors, and small businesses.

- Manage full-cycle bookkeeping using QuickBooks, Clio, ProLaw, Centerbase, and other industry platforms.
- Perform monthly reconciliation, financial reporting, and year-end CPA preparation.
- Clean up and rebuild disorganized books to restore accuracy and compliance.
- Create customized workflows and back-office systems to improve efficiency and reduce errors.
- Support business owners with budgeting, vendor management, payroll coordination, and financial organization.
- Maintain strict confidentiality and compliance with legal and financial standards.



BELLOTA STRATEGIES

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SOFTWARE

- QuickBooks Online & Desktop
- Clio Manage
- Centerbase
- ProLaw
- LawPay
- Bill.com
- Excel & Google Sheets
- Microsoft 365
- Document Management Systems

INDUSTRIES SERVED

- Legal
- Real Estate
- Small Business
- Professional Services
- Contractors & Freelancers
- Nonprofits

EXPERIENCE CONTINUED PAGE 2

CHIEF OPERATING OFFICER

Slack Davis Sanger, LLP
2018 – 2024

Led firm operations, finance, HR, and technology modernization for a multi-office law firm.

- Oversaw accounting processes, trust account compliance, and financial reporting.
- Directed budgeting, vendor management, payroll, and administrative infrastructure.
- Implemented new systems to improve accuracy, efficiency, and workflow consistency.
- Managed onboarding, staff development, and organizational strategy.
- Coordinated with CPAs for year-end close, audits, and tax preparation.

DIRECTOR OF ADMINISTRATION & FINANCE

Gray Becker PC
2017-2021

Managed all financial and administrative operations for a litigation-focused law firm, ensuring accuracy, compliance, and smooth day-to-day functioning.

- Oversaw full-cycle bookkeeping, including A/R, A/P, bank reconciliation, trust accounting, and financial reporting of building entity and law firm.
- Maintained and optimized QuickBooks and legal billing systems to ensure accurate matter-based financial tracking.
- Prepared monthly and quarterly financial statements for partners, including budgeting support and variance analysis.
- Managed payroll, benefits administration, vendor relationships, and expense controls.
- Implemented improved workflows for billing, collections, and document management, reducing errors and increasing efficiency.
- Coordinated with CPAs for year-end close, audits, and tax preparation.
- Ensured compliance with state bar trust accounting rules and firm financial policies.



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EXPERIENCE CONTINUED PAGE 3

FINANCIAL DIRECTOR

Howry, Breen & Herman, LLP
2014 - 2017

Provided comprehensive bookkeeping and operational support for a high-volume litigation firm.

- Managed daily bookkeeping functions for several entities including reconciliation, billing, vendor payments, financial recordkeeping and year-end closeouts with CPA.
- Supported trust/escrow accounting, ensuring strict compliance and accurate documentation.
- Assisted with payroll processing, benefits coordination, and HR-related financial tasks.
- Maintained QuickBooks and legal billing software, improving data accuracy and reporting reliability.
- Prepared monthly reports for firm leadership, including revenue tracking, expense summaries, and productivity metrics.
- Streamlined administrative workflows to improve efficiency across accounting, billing, and case-support functions.
- Collaborated with attorneys and staff to ensure timely billing, collections, and financial communication with clients.

EARLY CAREER -

LEGAL & ADMINISTRATIVE BOOKKEEPING ROLES

Various Law Firms
1999 - 2017

Built foundational expertise in legal bookkeeping, office management, and financial operations.

- Managed daily bookkeeping, billing, trust accounting, and reconciliation.
- Supported attorneys with case-related financial documentation and reporting.
- Developed strong habits of accuracy, confidentiality, and process discipline.