

IVAN AUDELO LOPEZ

Universidad de las Californias Internacional - Public Accountant
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3rd of august of 1997
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SKILLS

QuickBooks

Sage 50

Lacerte

ADP

RUN

Paychex

Tress

FTB

EDD

EFTPS

Fixed Assets

Customer Relationship Management (CRM)

Internal & Extarnal Audits

U.S. Generally Accepted Accounting Principle (GAAP)

Human Resources Policies

Cash Flow

General Ledger

Workforce Planning

Internal Control

International Financial Reporting Standards (IFRS)

PROFILE

I am a professional with extensive experience in accounting, human resources, and operations management. Currently, as a Senior Accountant at Kim Gomez Franco, SC, I lead the comprehensive management of financial records in compliance with U.S. accounting standards. My role includes supervising financial statement preparation, ensuring data accuracy, and meeting regulations such as GAAP. I coordinate account reconciliations and work closely with internal and external auditors to ensure transparency and accuracy in financial records.

I specialize in analyzing and solving financial issues, managing resources, reducing costs, and optimizing revenue. My attention to detail ensures accounting accuracy and prevents financial errors. I communicate financial information clearly and concisely to clients, colleagues, and executives. Ethics and responsibility are core values, and I always adhere to ethical principles and legal standards.

I hold a degree in Accounting from Universidad de las Californias Internacional and a C2 certification in English Language Teaching from CETYS Universidad. I adapt quickly to changes in the financial environment and maintain a proactive attitude, committed to continuous learning and professional excellence.

EDUCATION

Graduated — Aug 2020 - Aug 2023
Universidad de las Californias, S.C.

English Language Teaching as a Foreign Language — Jan 2022 - Aug 2022
CETYS Universidad

Course Certificate: Empathy and Emotional Intelligence at Work — Aug 2021 - Dic 2021
University of California, Berkeley

Strategic Human Resources Planning

Bank Reconciliation

Financial Accounting

Customer Experience

Financial Reporing

Account Reconciliation

Report Preparation

Business Analysis

Financial Analysis

LANGUAGES

Spanish

English

EXPERIENCE

Senior Accountant Sep 2023

Kim Gómez Franco S.C., Misión de Mulegé 2910, Zona Urbana Rio Tijuana, 22010 Tijuana, B.C.

As a Senior Accountant in International Accounting, I lead comprehensive financial record management following U.S. accounting standards. I supervise the preparation of financial statements, ensuring data and report accuracy for regulatory and management reports.

- Developed and maintained rigorous accounting procedures, ensuring GAAP compliance.
- Coordinated account reconciliations and prepared monthly and annual financial reports.
- Worked closely with internal and external auditors during audits, providing necessary documentation and support for transparent and accurate financial records.
- Managed communication with stakeholders, including clients, suppliers, and internal departments, to resolve inquiries and ensure accuracy in complex financial transactions.

Junior Accounting Assistant Mar 2022 - Sep 2023

OUTSOURCE 2 MEXICO SC, Blvd. Salinas 11120, Aviacion, 22014 Tijuana, B.C.

Supported daily financial record management and accounting transactions. Responsible for accurate data entry in accounting systems, ensuring precise processing of invoices, payments, and bank reconciliations.

- Assisted in preparing financial reports and statements, providing key information for business decision-making.
- Collaborated with the accounting team to ensure compliance with current tax and accounting regulations.
- Participated in document review and internal audits, ensuring the integrity and reliability of financial records.
- Maintained effective communication with suppliers and clients to resolve inquiries and ensure accuracy in business transactions.

HR Assistant Feb 2021 - Mar 2022

Motiva Contact Centers | Official Page, Av. Miguel M. Lira 2250, Morelos, 22150 Tijuana, B.C.

Supported talent management, benefits administration, and implementation of HR policies. Coordinated recruitment and selection processes, from job posting to onboarding new employees.

- Managed documentation and filing of personnel records, ensuring accuracy and confidentiality.
- Assisted in organizing training and development programs, contributing to improving employee skills and competencies.
- Supported benefits and compensation administration, addressing employee inquiries and resolving related issues.
- Collaborated on preparing reports and data analysis for the department's strategic decision-making.

Purchasing Coordinator Feb 2020 - Feb 2021

OUTSOURCE 2 MEXICO SC, Blvd. Salinas 11120, Aviacion, 22014 Tijuana, B.C.

Managed the procurement of essential goods and services for daily operations, including identifying potential suppliers and negotiating competitive contract terms and pricing.

- Ensured timely delivery and quality of acquired products, collaborated on cost optimization, and managed inventories.
- My work was crucial to operational efficiency, complying with the company's internal policies and regulations.

Operations Supervisor Jan 2016 - Feb 2020

Motiva Contact Centers | Official Page, Av. Miguel M. Lira 2250, Morelos, 22150 Tijuana, B.C.

As a Call Center Supervisor, I managed and coordinated the daily activities of the team, ensuring efficiency and high-quality customer service. I led a diverse team, implementing training and development programs to enhance skills and performance.

- Monitored key performance indicators (KPIs) to assess operational efficiency and customer satisfaction.
- Implemented process improvements to increase productivity and reduce response times.
- Maintained continuous communication with other departments to align with business goals.
- Developed policies and procedures to ensure compliance with quality standards and customer satisfaction.