

OBJECTIVE: To effectively incorporate a diverse background of professional experience and extensive skills that will promote and maximize productivity.

PROFESSIONAL EXPERIENCE:

Financial Data Management and Quickbooks Certified ProAdvisor | Owner, 10 Key Bookkeeping (2/13 to Present)

MULTIPLE COMPANIES • LOS ANGELES, CALIFORNIA

•Member of the American Institute of Professional Bookkeepers (AIPB) implementing all standards consistent with GAAP (Generally Accepted Accounting Principles).



Office Manager/Bookkeeper (9/13 to 8/14)

FRED 62 RESTAURANT / SUPERFOOD CAFÉ – THE HOSPITALITY COLLECTIVE • LOS ANGELES/SANTA MONICA, CALIFORNIA

The Hospitality Collective is a management consulting firm specializing in servicing the food and beverage industry, as well as boutique hotels. The Hospitality Collective provides short and long-term management services overseeing operations, as well as development and growth of new brands on behalf of ownership.

- Administrator of Fred 62 Restaurant staff comprised of 70 to 75 employees with all Human Resources matters including, but not limited to, payroll (Micros), recruiting, updating and maintaining employment records and termination policies.
- Provided support to consulting staff comprised of, but not limited to, the President, General Manager and Maitre'd.
- Provided support to Assistant General Manager with scheduling of restaurant staff and coordinating with vendors to ensure efficiency of restaurant.
- Provided support to restaurant staff relating to workers' compensation and risk management, Human Resources and any legal matters.
- Responsible for tracking and referring inquiries to appropriate entity to ensure timely response and resolution.
- Maintained files and database for investors, confidential personnel files, litigation, licenses and liability insurance.
- Responsible for revisions and distribution of Policy & Procedures Manual, Labor Law updates and Weekly Newsletters.
- Responsible for processing daily cash reports and all cash deposits; tracking and reconciling cash receipts.
- Maintained Accounts Payables for Superfood Café; organized invoices and prepared payments.
- Maintained Accounts Receivables for Superfood Café; prepared invoices and statements for vendors. Prepared and filed Board of Equalization taxes (online).
- Responsible for bank and credit card reconciliation.
- Provided assistance with translation in Spanish for restaurant staff.

Office Manager/Bookkeeper (3/12 to 1/13)

THEMED ENTERTAINMENT ASSOCIATION (TEA) • BURBANK, CALIFORNIA

The TEA is the only international non-profit association representing the world's leading creators, developers, designers and producers of compelling places and experiences.

- Maintained Accounts Payables; organized invoices and prepared payments.
- Maintained Accounts Receivables; prepared invoices and statements for members.
- Responsible for bank, PayPal and credit card reconciliation.
- Prepared and generated monthly financial reports for Board of Directors.
- Reviewed/adjusted transactions in the general ledger.
- Processed all international wire transfers.
- Responsible for all bank deposits.
- Maintained State and Federal compliance records.
- Processed payroll (ADP) and maintained health insurance policies.
- Responsible for renewing policies for Directors and Officers Liability and Workers Compensation.
- Assisted with event planning, travel coordination, and projects as designated.
- Assisted members to coordinate payment plans and sponsorships.
- Responsible for database management of all members using FileMaker Pro.
- Improved office efficiency by updating credit card processing online, Internet access to network, and file sharing.

Accounting Manager/Office Administrator (8/06 to 1/10)

CINE G RENTALS • LOS ANGELES, CALIFORNIA

Cine G Rentals provides state-of-the-art lighting, grip and expendables for the motion picture and television industry, most notably for such networks as CBS, MTV and VH1.

- Responsible for all accounts payable and accounts receivable utilizing Quickbooks Premier Edition.
- Responsible for all bank deposits, company credit card and bank reconciliation.
- Responsible for all credit card and PayPal transactions.
- Responsible for efficient administration of facility, site opening and closing procedures.
- Processed new client rentals/lease agreements, generated invoices and tracked payments.
- Provided administration of all insurance policies including Employee Benefits, Workers Compensation, Property, General Liability and Business Auto.
- Responsible for filing documentation of Payroll taxes, Quarterly Wage and Withholding Reports, SBA loans, and legal matters.
- Coordinated with operations to ensure timely delivery of equipment and materials.
- Maintained client database and follow-up on quality of service.
- Responsible for computer equipment maintenance.
- Identified areas of improvement and updated procedures.
- Assisted General Manager with projects as designated.
- Responsible for maintaining a professional and comfortable environment conducive to, and in accordance with, company's high quality standards.

Branch Administrator (2/05 to 7/06)

ASCOLTA TRAINING COMPANY • GLENDALE, CALIFORNIA

As a Cisco Systems Authorized Learning Solutions Partner, Ascolta Training Company is focused on providing high quality technical education and services for IT professionals to operate and facilitate administration of Cisco networking products being used, or in the process of being deployed, within their organizations. Students also obtain knowledge of the latest technologies in such specialty areas as Security and IP Telephony.

- Processed registrations, generated invoices, tracked payments, maintained student database, and student's completion of curriculum, testing and certification.

Executive Assistant/Office Administrator (7/03 to 2/05)

SINGER LEWAK GREENBAUM & GOLDSTEIN LLP (SLGG) • WESTWOOD, CALIFORNIA

SLGG is a successful CPA and management consulting firm actively engaged in public accounting since 1959 with offices in Los Angeles and Orange County, serving clients in industries such as entertainment, law, wholesale/distribution, and manufacturing. The firm also offers a variety of corporate business management services that includes mergers and acquisitions, financing, strategic planning, software development, profit enhancement, cash flow management and marketing.

- Provided direct administrative support to Chairman, Managing Partner and Business Management Partner.
- Provided support to Administration department comprised of, but not limited to, the Chief Administrative Officer, Controller, Director of Training and Development, Human Resources Manager, two Audit & Accounting Managers, and Director of Marketing/Business Development.
- Responsible for processing and obtaining all state board licensing and renewals for the firm, partners, and managers to practice public accounting within the United States and ensure compliance in each jurisdiction.
- Responsible for administration of expansion projects and liaison for Chairman between property management, contractors, architects, vendors, labor unions, and movers.
- Coordinated and resolved all matters related to renovation and relocation phases with all staff and maintained the firm's efficiency with limited disruption of business activities.
- Maintained firm's confidential files such as litigation, workers' compensation, partnership agreements, CPA licensing, partner's personnel records, and employee reviews.
- Updated reports and databases such as Firm Volume, Building Access and Authorization Lists, Business Development and Client Contacts, State Board Licensing, and Continuing Education for CPA Licensing Requirements.
- Prepared and issued documentation to new employees and applicants; coordinated interviews and assisted training department with professional development activities.
- Responsible for training staff to utilize Client Relationship Management System (CRM), also known as InterAction, to record all business development.
- Processed transfer of new 401(k) plan and prepared mass mailing of benefits information to all firm staff including Orange County office.
- Reviewed and prepared tax returns, extensions, estimated payments, and invoices to clients.
- Processed engagement and management representation letters, new client forms, and status change forms.
- Maintained computerized time tracking and performed audit to ensure accurate billing to clients.
- Processed expense reports and tracked reimbursements for Chairman and Managing Partner.
- Scheduled client and department staff meetings, conferences, executive retreats for partners, and speaking engagements for Chairman.
- Interfaced with clients and staff in gathering and disseminating information and provided follow-up.
- Managed petty cash distribution and receipts, provided reconciliation, and processed check requests for accounting department.
- Tracked proof of auto insurance for all firm staff including Orange County office.
- Provided back up support for department Editor with financial reports.
- Generated press releases and solicitation letters to book publishers for Chairman related to his book and provided support for his software company.

Executive Assistant (8/01 to 11/01)

CALIFORNIA HOSPITAL MEDICAL CENTER • LOS ANGELES, CALIFORNIA

California Hospital Medical Center (CHMC), founded in 1887 by Dr. Walter Lindley, is an acute care hospital that provides quality healthcare services to the downtown community. Primary specialty is obstetrics, gynecology, neonatology and pediatrics.

- Provided direct administrative support to Senior Vice President of Planning and Business Development, Director of Public Affairs, Physician Services Director and Marketing Manager.
- Provided support to the Administration staff, primarily the President and Chief Executive Officer and Leadership Council.
- Acted as administrative support liaison for Senior Vice President in response to inquiries from the Corporate Regional Office and other regulatory agencies.
- Maintained calendars and coordinated meetings and teleconferences for department staff, hospital consultants and subcommittees.
- Responsible for developing computerized tracking system and processing of invoices, expense reports and legal services requests.
- Processed and audited computerized time and attendance transactions (Kronos) for department staff to ensure accuracy.
- Maintained central file of hospital licensures, certificates, accreditation documents, confidential personnel files, including physician and clinical staff
- Maintained hospital Policy & Procedures Manual, Emergency Operating Manual, and archive of staff mandatory educational materials.
- Responsible for responding to complaints from all levels of hospital staff physicians, as well as external parties.
- Responsible for referring inquiries to appropriate individuals within organization to ensure involvement, timely response, and optimal satisfaction.
- Participated and assisted marketing and public affairs with coordinating hospital events such as health fairs, conventions, and press conferences.
- Responsible for office efficiency by coordinating with Supply Distribution, Materials Management, Engineering, Communication and Technology departments for office equipment maintenance and supplies.

Executive Assistant (1/00 to 5/01)

BEAR, STEARNS & CO. INC. • CENTURY CITY, CALIFORNIA

The Bear Stearns Companies Inc. is the parent company of Bear, Stearns & Co. Inc., whose business includes corporate finance, mergers and acquisitions, equity and fixed-income sales and trading, private client services, securities research, asset management and foreign exchange.

- Provided direct administrative support to the telecommunications group of the corporate finance department comprised of, but not limited to, a managing director, an associate and three financial analysts.
- Coordinated all domestic and international corporate travel for the telecommunications group.
- Prepared business travel and entertainment reports, tracked all reimbursements, airline ticket returns and corporate account activity.
- Provided assistance with research utilizing the Internet and other industry resources.

Executive Assistant (9/96 to 1/00)

CIBC WORLD MARKETS CORP. • WESTWOOD, CALIFORNIA

A global leader in investment banking that provides a full range of financial services.

- Provided direct administrative support to the global telecommunications industry division of the investment banking group comprised of two executive directors, two associates and two financial analysts.
- Coordinated all domestic and international corporate travel for the global telecommunications industry division.
- Responsible for preparing and coordinating all aspects of scheduled road show events, including corporate travel for business clients.
- Prepared business expense reports and tracked all reimbursements, airline ticket returns and corporate account activity.
- Composed correspondence and prepared pertinent material for distribution of due diligence and commitment committee memorandums, confidentiality agreements and engagement letters.
- Compiled and incorporated information of prospective clients for business reports and reference purposes.
- Prepared marketing materials for corporate presentations and coordinated meetings and teleconferences.
- Provided customer service and general administrative support in reception area as needed and to all other staff as required.

Leasing Department Assistant (9/95 to 9/96)

HELD PROPERTIES, INC. • WESTWOOD, CALIFORNIA

Property management company and ownership of commercial real estate comprised of over three million square feet of first-class high-rise office buildings located in Westwood, Beverly Hills, and Century City.

- Provided direct support to the leasing department consisting of a marketing director and three leasing representatives.
- Provided assistance with tenant move-in and responsible for updating tenant database, issued status reports and tracked all tenant insurance.

TEMPORARY POSITIONS:

- Wolfgang Puck Corporate Office – Beverly Hills, CA
- Pitney Bowes – Downtown Los Angeles, CA

CERTIFICATIONS:

Quickbooks Certified ProAdvisor
TSheetsPRO

American Institute of Professional Bookkeepers (AIPB) - Certified Bookkeeper Program

Institute of Certified Bookkeepers (ICBUSA) – Bookkeepers of the Future
-Certified ICBUSA Bookkeeping Technician Program (ICBUSA-CBT)

MEMBERSHIP:

American Institute of Professional Bookkeepers
Member ID No. 002317038

EDUCATION:

UCLA
-Public Relations

COMPUTER PROFICIENCY:

Quickbooks (Various desktop versions and currently using Quickbooks Online)
NetSuite, Sage 100
Google Products: Gmail, Drive, Docs, Sheets
MS Office: Outlook, Word, Excel, PowerPoint, OneDrive
Mac: Quickbooks, Excel, Word, Entourage, Safari
FileMaker Pro (Database management)
Micros POS (Point of sale)
ADP, Intuit Full Service Payroll, Paychex, Paylocity (Online payroll)

BUSINESS/PERSONAL SKILLS:

- Typing speed is 85 wpm
- Fluent in Spanish
- Detail-oriented with strong organization skills
- Professional work within a team structure or autonomously
- Effective with handling multiple tasks and competing deadlines
- Well regarded for written and verbal communication
- Extreme discretion with confidential matters
- Demonstrated ability to acquire and apply concepts efficiently
- Ability to interact with all levels of staff and clientele
- Strong work ethic and self-motivated