**Profile**

Young professional seeking an entry-level role in bookkeeping, accounting and/or data analysis. Gifted with an extraordinary capacity for attention to detail, logical reasoning, data analysis, and memorization.

**Education & Technical Certifications**

Intuit

**Quickbooks Certified User Desktop**  December 2024

(ISC)2January 2024

**Certified in Cybersecurity**

ESRI Academy June 2023

**ArcGIS Pro Foundation 2101 Technical Certification**

Florida International University December 2020

**B.A. in Interdisciplinary Studies|Minor in Logistics & Supply Chain Management,** GPA 3.09

CiscoNetworking Academy

**Certified Networking Associate** (CCNA**)** June 2015

**Certified Entry Networking Technician** (CCENT) June 2016

**Work Experience**

NCH Baker Hospital  June 2021 – March 2023

**Central Distribution Associate** *Naples, FL*

* Received, delivered, and replenished stock and placed it into inventory physically and electronically.
* Coordinated with purchasing for approval of product orders and returns.
* Analyzed inventory discrepancies caused by expired products and inaccurate counts.

Camosa, Inc. June 2020 -June 2021

**Logistics Coordinator** *Miami Lakes, FL*

* Processed purchase orders from customers using an order management system called Produce Pro.
* Coordinated with transportation providers shipments of products from Mexico to the US
* Reviewed export documents and certifications to deliver to customs agents in Mexico and Texas.

**Logistics Coordinator Intern** May 2019 – July 2019

* Monitored trucks with a Fleet Tracking System that provided real-time geographic data.
* Composed separate spreadsheets for customer orders, fruit picking, and invoices.

GeoToll, Inc.May 2018 – Sept. 2018

**Application Tester** *Cooper City, FL*

* Tested versions of the firm’s mobile application, which functions as an interoperable prepaid toll system.
* Evaluation conducted on all tolling points by the Miami-Dade Expressway Authority (MDX) in Miami, FL.
* Conducted testing over different model smartphones and operating systems.

**Other Skills**

| * Languages**:** Spanish – English, fully bilingual. * Accounts Payable * Accounts Receivable * Payroll * Reconciliation * ERP Systems – SAP, Magaya, and AllScripts | * Project Management Platforms: Trello, Pipeline * Networking: Cisco iOS, Teraterm. * Microsoft Office – Word, Excel, Outlook, PowerPoint, Teams. * Quickbooks Desktop |
| --- | --- |