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| Martha cardenas  Anaheim, CA · 714-823-0108  Cardenas.martha@outlook.com · https://www.linkedin.com/in/martha-cardenas-013358121 |
| PROFESSIONAL SUMMARY Focused Accounting professional with 20 years of experience maintaining financial records and reviewing account activity. Proven track record of developing accurate spreadsheets and delivering organized reports with Microsoft, QuickBooks, Ultimate Software, Paychex, and Invoice Works. Accomplished in taking on tasks within strict deadlines while prioritizing urgent needs. |

# work history

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| 05/2016- currentbookkeeper -freelance, ideal striping, inc.all parking lot services, inc. Organize and carry out efficient month-end, quarterly and year-end processes, review, track code and processes invoices for payment; invoice and collect payment for services provided. Provide owners with reports to make effective financial decisions. |
| 07/2007 – currentAccounts payable/payroll coordinator, aspen healthcare Provide support to operations by communicating with customers, filing documents, and managing data with consistent on-time delivery monthly. Verify and submit timekeeping information for accurate and efficient payroll processing for 160 employees and other day-to-day financial transactions while maintaining long-term goals. 02/2007 – 07/2007business office assistant, ensign healthcare Billed HMO, Hospice, and Private claims to insurance carriers and patients. Collected, posted payments, and made bank deposits. Assisted Office Manager with daily tasks and month end reconciliation with Microsoft excel reports. 01/2006 – 02/2007Property Management, pacific coast investments Monitored timely receipt and reconciliation of rent collection, followed up on delinquent tenants and coordinated collection procedures. Completed final move-out walk throughs with tenants to identify any required repairs and coordinated with janitorial staff on maintenance and upkeep. 10/2001 – 01/2006medical records clerk, north american healthcare Received and routed medical records, posted records promptly upon accurate assembly and analysis. Filed records for timely retrieval, input data into computer programs and filing systems and processed patient admission and discharge documentation. |

# Education

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| 2-2021certified accounting paraprofessional, nacpb |
| 5-2001Business administration and management, nocrop |

# Skills

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| * Financial statements experience * MS Office expert * QuickBooks * Account Reconciliation * Ability to prioritize and meet strict deadlines | * Balance Sheets * Bank Reconciliation * Exceptional organization * Superior attention to detail * Ability to work under pressure |

# affiliations

American Institute of Professional Bookkeepers

National Association of Certified Public Bookkeepers