

# **Morales Consulting**

**MONSERRAT MORALES**

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## **EXPERIENCE**

- **Freelance Bookkeeper, Morales Consulting** July 2012 - Present  
My services include but are not limited to: Income and Expense allocation, Payroll, Bank and Credit Card monthly reconciliations, preparation of Financial Statements, AP and AR, preparing year-end documents (W2, 1099's, and Documents requested by CPA)
- **Accounting Private Tutor** June 2011 to June 2014  
Tutor students in Principles of Accounting (1 and 2) these topic included: basic expense and income allocation for sole proprietorships, partnerships, and corporations. Bank reconciliation, Balance Sheet Statement, Profit and Loss, and Cash Flow Statement.

## **EDUCATION**

- **CAL STATE UNIVERSITY OF NORTHRIDGE- NORTHRIDGE** May 2014  
B.S. IN MARKETING G.P.A= 3.3
- **LOS ANGELES VALLEY COLLEGE- VALLEY GLEN**  
AA IN ACCOUNTING G.P.A= 3.6 June 2013  
QuickBooks, Tax Accounting, among others.  
AA IN ECONOMICS G.P.A= 3.65 June 2012

## **SKILLS**

- Spanish and English speaker
- QuickBooks: Online, MAC, and PC
- Excel, Word, Outlook, PowerPoint, Google Drive, Google Sheets
- Eager to learn, responsible, organized, can work in a group and independently
- Out of the box thinker - good problem solver