

NATHAN MIRANDA, Bookkeeper

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SUMMARY

Detail-oriented Remote Bookkeeper with over 7 years of experience in operations management and team leadership. Proven track record of executing initiatives that improved efficiency by up to 20% and increased team productivity through effective training programs. Skilled in budget oversight, data analysis, and resource optimization. Combined expertise with a commitment to maintaining accuracy and compliance. Excited to leverage diverse skills to contribute to the financial integrity and success of any organization.

WORK EXPERIENCE

02/2016 – Present

Surface Warfare Officer, United States Navy

Norfolk

- Orchestrated daily operations for teams of 50–200 personnel across various departments, effectively aligning workforce planning, resource allocation, and performance management to achieve organizational objectives in high-tempo environments.
- Championed cross-functional project teams to design and execute complex initiatives, including shipboard modernization, maintenance operations, and logistics coordination, ensuring the on-time delivery of multi-million-dollar projects.
- Executed life-cycle maintenance programs for mission-critical systems, boosting equipment uptime by 20% through process enhancements, preventative maintenance scheduling, and vendor collaboration.
- Directed operational planning and execution for global deployments and contingency responses, applying Lean methodologies and risk-based decision-making to optimize mission outcomes under tight timelines and dynamic conditions.
- Instituted training and development programs that elevated team qualifications and operational readiness, leading to a 35% increase in task certification rates and bolstered workforce capability.
- Assessed key performance indicators (KPIs) to evaluate team productivity, resource utilization, and operational efficiency, driving continuous improvements through data-driven analysis and corrective measures.
- Oversaw budgets and material assets exceeding \$10M, optimizing procurement and inventory processes to minimize downtime and reduce waste across engineering and combat systems departments.
- Facilitated cross-organizational collaboration among government agencies, allied forces, and contractors to bolster joint operations, technology integration, and global logistical movements.
- Delivered comprehensive briefings and reports to senior leadership, translating complex operational data into actionable strategies and contributing to successful audits, inspections, and readiness evaluations.

06/2013 – 02/2016

Funeral Director's Assistant, Memphis Funeral Home

Memphis

- Provided compassionate emotional support to grieving families, maintaining professionalism and empathy throughout all stages of the funeral process.
- Coordinated with hospitals, physicians, coroners, and clergy to ensure timely and respectful final arrangements.
- Respected diverse cultural and religious post-mortem traditions by adapting ceremonies and preparation practices with sensitivity and accuracy.
- Assisted funeral directors with all aspects of service logistics, including securing caskets, organizing funeral corteges, and facilitating service flow at churches and burial sites.

EDUCATION

08/2009 – 05/2013

Southern Illinois University
Bachelor of Arts, Criminal Justice and Political Science

Carbondale

SKILLS

Logistics Planning	Microsoft Office Suite 365
Word	Excel
PowerPoint	Outlook
Personnel Management	Teamwork
Leadership	Problem-Solving Aptitude
Time Management	Effective Communication
Adaptable	Resilient
Quickbooks Pro Advisor Certified	Accounts Payable
Accounts receivable	Profit and loss
Balance Sheet	Payroll
Customer Service	Bookkeeping
Bank Reconciliations	General Ledger
Financial Reporting	Closing
QuickBooks	Professionalism
Collaboration	Accounting
Finance	