

# OLIVANA RIVERA

Accountant

## EXPERIENCE

May 2022  
Present

**OWNER**  
**Blue Acorn Accounting** | Carlsbad, CA

Apr 2022  
Apr 2023

**ACCOUNTING MANAGER**  
**Baja Designs** | San Marcos, CA

- Led monthly financial close processes and prepared detailed financial reports for senior management.
- Managed accounts payable and receivable processes.
- Performed financial analysis and budget forecasting.
- Collaborated with external auditors to ensure compliance with accounting standards and regulations.
- Prepared and presented financial statements and analysis.
- Managed a team of accounting professionals and provided mentorship and guidance.

Mar 2019  
Mar 2021

**ACCOUNTING MANAGER**  
**Armor Tool** | Otay Mesa, CA

- Identified redundancies in accounting processes and eliminated ineffective redundancies.
- Improved the accounts receivable turnover ratio from 90 days to 40 days.
- Pioneered the use of Dashboards and business intelligence techniques to expand the understanding of the financial status of the company.
- Worked with purchasing department to consolidate and track incoming shipments from manufacturers, that reduced discrepancies in inventory levels when receiving PO's.
- Produced month-end summary reports before each deadline for 2 consecutive years.

Oct 2018  
Sep 2019

**ACCOUNTING SPECIALIST**  
**Makellos Classics** | Escondido, CA

- AP, AR and Payroll tasks
- Perform administrative and other tasks as needed.
- Performed monthly reconciliations for bank and credit card statements.
- Utilized accounting software to track expenses and generate financial reports.
- Collaborated with cross-functional teams to streamline invoicing procedures.

## EDUCATION

**BACHELOR'S DEGREE BUSINESS ADMINISTRATION AND MANAGEMENT**  
**ESI School of Business**

**ASSOCIATES DEGREE IN MARKETING**  
**Universidad Evangelica de El Salvador**



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## OBJECTIVE

Accounting leader successful at managing multiple projects and consistently meeting deadlines, seeking for a role that enables me to affect internal growth and assist with strategic development. My core motivations are learning and helping organizations to create and optimize processes in accounting, finances, and business intelligence.

## SKILLS

- Self-Motivated
- Time Management
- Data Analysis
- Budgeting
- Attention to detail
- Financial Reporting
- Problem solving
- Team work
- Sage 300
- QuickBooks

## LANGUAGES

- Spanish | Advanced