

# Pamela Oksanen

Wylie, TX 75098

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## PROFESSIONAL SUMMARY

Organized and detail oriented. Proficient in accounting software, transaction recording, account reconciliation, and financial reporting. Committed to accuracy, compliance, and confidentiality, ready to enhance the organization's financial efficiency.

## SKILLS

- Attention to Detail
- Record preparation
- Invoice Processing
- Accounting Software: QuickBooks & Zoho Books
- Accounts Receivable
- General Ledger Entries
- Account and Bank Reconciliation
- Spreadsheet tracking: Excel, GSheets & Zoho Sheet

## WORK HISTORY

### **ADMINISTRATIVE EXECUTIVE** | 10/2022 to Current **Inderman+Leija - Fairfield, TX**

- Reviewed incoming compliance items for conformity with governing documents.
- Managed accounts payable and receivables.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Effectively communicated with clients about payment needs and kept updated detailed, and accurate ledgers.
- Handled day-to-day accounting processes to drive financial accuracy.
- Input financial data and produced reports using QuickBooks & Zoho Books.
- Reconciled account information and reported figures in general ledger by comparing to bank account statements each month.
- Inspected account books and recorded transactions.
- Planned, created, tested, and deployed system life cycle methodology to produce high-quality systems to meet and exceed customer expectations.
- Trained personnel in equipment maintenance and enforced participation in exercises focused on developing key skills.
- Created content for websites and online publications.
- Wrote advertising material for use by publication, broadcast, or internet media to promote the sale of goods and services.
- Prepared and presented contracts and other legal documents to clients.
- Reviewed and executed confidential documents, contracts, and disclosures.
- Followed up escrow process, coordinated contingency removal of property inspection, and maintained timely closing of escrow.

### **REAL ESTATE AGENT AND TRANSACTION COORDINATOR** | 10/2020 to 01/2023 **Elite4 Realty, LLC - Plano, TX**

- Managed buyer/seller contracts, negotiations, and all aspects of sales to finalize purchases and exceed customer expectations.
- Marketed and sold property for clients by hosting open houses creating marketing packets and advertising online and in print.
- Negotiated, facilitated, and managed real estate transactions.
- Collaborated with attorneys, loan officers, and agencies to complete property sales and purchases and thoroughly explained all financial requirements and data to potential buyers and sellers.

### **INFORMATION TECHNOLOGY SPECIALIST** | 07/2016 to 01/2018 **Wylie ISD - Wylie, TX**

- Performed daily system monitoring, verifying integrity and availability of hardware, server resources, systems and key processes.
- Resolved escalated issues by serving as subject matter expert on wide-ranging issues.

- Used ticketing systems, database, and Excel to manage and process support actions and requests.
- Developed and maintained strong client relationships to deliver exceptional customer service and problem resolution.

**CONSULTANT** | 01/2000 to 01/2004

**American Airlines - Arlington, TX**

- Administered, supported, and monitored Capacity Planning, Quest database by proactively resolving database issues and maintaining servers.

## **EDUCATION**

**Collin County Community College District - Plano, TX | Certificate**

Accounting Technology And Bookkeeping, 12/2023

**The University of Texas At Arlington - Arlington, TX | Bachelor of Science**

Information Systems & Operations Management, 05/1999

## **CERTIFICATIONS**

- Mastering Inventory - AIBP
- Mastering Internal Controls and Fraud Prevention – AIPB