Mercy College, Dobbs Ferry NY

Bachelor of Science: Public Accounting May 2014

St. Croix Career and Technical Education

Certificate in Managerial and Financial Accounting June 2010

Internship Experience

Bookkeeping At Ease; Ramona, CA

Intern July 2014 – February 2015

* Complete client bank reconciliations
* Clerical duties
* Accounts payable
* Data entry of client daily sales
* Successfully created and maintained accounting records for clients with the use of QuickBooks
* Helped multiple clients better understand their books and the importance of keeping them accurate

Dynamic Tax Solutions and Immigrant Service; St. Croix, U.S. Virgin Islands

Intern June 2013- August 2013

* Utilized TaxWise software to prepare taxes
* Maintained clerical responsibilities
* Assisted clients with paperwork

Experience

**Babel Therapy, PLLC;** Houston, TX August 2020 – Present

*Bookkeeper*

* Record daily sale deposits
* Prepare financial documents for tax filings
* 1099 Maintenance and preparation
* Process payroll
* General ledger maintenance
* Accounts Receivable

**Mark’s Bookkeeping Service MBSATA;** New York, NY July 2019 –March 2020

*Accounting Advisor*

* Establish chart of accounts and assign entries to proper accounts
* Preparation of monthly and quarterly tax filings
* Vendor set up and maintenance
* Accounts payable and receivable
* 1099 maintenance and preparation
* Prepare payroll
* General ledger maintenance

**Ministers and Missionary Benefit Board;** New York, NY

*Employer Financial Specialists* September 2016 – December 2018

* Enroll members and employer in retirement plans
* Process payments to member’s retirement account
* Assists with the preparation, production of handling invoices
* Collects premiums from employers behind in payments and inactivate delinquent accounts
* Conduct audits on accounts for any past discrepancies and to ensure member retirement account are current
* Reconcile daily premium payments from bank

**VI Water and Power Authority;** Christiansted, VI

*Revenue Assurance Representative* January 2016 – June 2016

* Ensure revenue of company
* Monitor customer accounts
* Perform random internal audits on customer accounts against power/water usage
* Assist field workers in locating water and electrical meters using company software
* Work diligently to prevent theft and revenue loss

Skills

* Knowledge of accounts payable/receivable
* Proficient in Microsoft Office and Microsoft Excel
* QuickBooks desktop & Online
* Xero Software
* HubDoc, Bill.com, Asana
* Certified Pro Advisor 2020