**STEPHANIE M. CORDOVA** 3135 Miles Ave • Bronx, NY 10465 • (646) 316-0204 • stephaniecerda@live.com

**PROFILE SUMMARY**

15 years of experience in bookkeeping including Corporate, Personal and Small Business.

Industries of experience includes Construction, Apparel, Bedding, Personal Products, Retail, Plumbing, Manufacturing, & Fragrance Marketing. Capable professional with a verifiable record of accurate bookkeeping and skill in working with customers, vendors, and management.

**ADDITIONAL SKILLS AND QUALIFICATIONS**

* + Fluent in both English and Spanish
  + Knowledge of QuickBooks, A2000, Microsoft Word, PowerPoint, Excel, Outlook, Sage Peachtree and Fishbowl
  + FileMaker Pro, Adobe Acrobat Pro, Microsoft CRM, Salesforce, ADP & Mysis.
  + Excellent organizational and communication skills
  + Strong work ethic, problem solving abilities & analytical skills.

**EMPLOYMENT EXPERIENCE**

**Roanwell LLC, Bronx York, NY** MAY 2019 - PRESENT

*OFFICE MANAGER/ BOOKKEEPER*

* + Process accruals, prepayments, and intercompany transactions. Maintain company credit card and expenses.
  + Bank reconciliation for 5 division of Roanwell LLC
  + Day to day processing accounts payable and Receivables.
  + Process weekly payroll and quarterly incentives using ADP Run; properly record payroll journal entries.
  + Administer IRA plan, commuter benefit, work rules, disciplinary action and assist with internal company
  + programs. Assist with month end closing.

**Air Aroma USA Dist LLC, New York, NY** AUG 2016 - MAY 2019

*ACCOUNTS PAYABLE/ ACCOUNTS RECEIVABLES COORDINATOR*

* + Utilized QuickBooks Online to manage all accounts receivables process.
  + Reconcile credit card and web store transaction.
  + Manage all company collection files including contacting clients & coordinating with Third party collector.
  + Coordinate with sale & production team about clients lease agreements.
  + Manage purchasing of company office & production supplies.
  + Coordinate with CPA company with tax documentations.

**Aquinelle, New York, NY** JAN 2016 - JUNE 2016

*ACCOUNTS RECEIVABLE/ INVENTORY CONTROL*

* + Recorded Accounts payable invoices.
  + Managed customer orders and processed through ACCPAC Vision Point system.
  + Requested credit in Rosenthal & Rosenthal System.
  + Coordinated with warehouse to process shipments.
  + Assisted with the general office tasks such as phones, filing and document management.

**Overseas Direct Imports, New York, NY** JULY 2013 – JUNE 2016

*ACCOUNTS RECEIVABLE/ INVENTORY CONTROL*

* + Processed all orders, invoices through and coordinated with warehouse to process shipments.
  + Requested credit in Rosenthal & Rosenthal System.
  + Assisted with the general office tasks such as phones, filing and document management.

**Vitello Sewer, water main, heating, & plumbing service, Inc., Bronx, NY** JUNE 2014 - JAN 2016

*OFFICE MANAGER/ BOOKKEEPER*

* + Performed all accounting functions to include journal entries, accounts payable and receivable, and assisted with ADP payroll, while utilizing QuickBooks Premier – Contractor.
  + Coordinated with NYC DEP, NYC DOT, NYC DOB FDNY, NYPD, and MTA for inspections and Emergencies.
  + Assisted with the general office tasks such as phones, filing and document management.

**Accountemps, New York, NY** MAY 2012 - JULY 2013

*TEMPORARY AGENCY PLACEMENT*

* + Completed 3 bookkeeping assignments in which 2 are in the Bedding and 1 in Marketing and Advertising industry.
  + Processed weekly vendor checks, monthly bank reconciliation and year end 1099s.
  + Preformed accounts payable duties, while utilizing Sage Peachtree, QuickBooks Enterprise, A2000 and Fishbowl.
  + Assisted with the general office tasks such as phones, filing and document management.

**Kico Apparel / Kico Kids**, **New York, NY**  AUG 2008 - JUNE 2012

*BOOKKEEPER*

* + Utilized QuickBooks Pro to record accounts receivable and account payable.
  + Managed all company collection files including contacting clients and negotiating payment plans.
  + Performed full range accounts receivable duties. Provided management with weekly financial reports.
  + Recorded wholesale and retail transactions.
  + Assisted with the general office tasks such as phones, filing and document management.

**Ports 1961**, New York, NY AUG 2008 - SEPT 2011

*ACCOUNTS RECEIVABLE*

* + Requested credit in CIT/Merchant Factor online system.
  + Utilized QuickBooks Pro to record accounts receivable and account payable.
  + Managed all company collection files including contacting clients and negotiating payment plans.
  + Recorded intercompany expenses and recorded wholesale and retail transactions.
  + Assisted with the general office tasks such as phones, filing and document management.

**Puur Inc.,** New York, NY                                                                                                                   SEPT 2007 - MAY 2008

*OFFICE MANAGER/BOOKKEEPER*

* + Provided sales reports and management information to owner.
  + Processed buyer purchase orders & packing lists.
  + Created invoice based on final packing list within File Maker Pro.
  + Processed credit applications on COD/Net 30 orders and coordinate with bank on credit approvals.
  + A/R management & Collection duties and coordinated with 3rd party collection agency.
  + Processed Credit Card transactions.
  + Coordinated with sales reps and owner to process customer shipments, return authorizations, and exchanges
  + Assisted with the general office tasks such as phones, filing and document management.

**EDUCATION**

**University of Phoenix, Online** JUN 2020 - PRESENT

**CUNY/ Eugenio Maria De Hostos Community College** AUG 2010 - MAY 2012