**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