



Tina Sanchez

Profile

I am an experienced business professional with a history of business management, team management, leadership, bookkeeping, tax preparing, and quality customer service skills.

Relevant Experience

January 2015 – Present

Owner • SanTek Services Inc

- Bookkeeper and Virtual Assistant services

August 2016 – Present

Accounting Manager • Home1st Lending LLC

- Manage the accounting department. Responsible for financial reporting, collecting funds, payments, and payroll.

September 2013 – April 2020

Bookkeeper and Tax Preparer • Pro Tax Services

- Prepare tax returns for individuals, companies, or organizations under the guidance of the accountant.
- Responsible for recording and maintaining client's financial transactions.

Additional Experience

March 2010 – January 2014

Office Manager and Sales Consultant • HCI Hair Solutions

December 2009 – March 2010

Business Coordinator • BLANS Premier Realty

May 2006 – October 2009

Occupancy Specialist • Housing Authority of the City of Hartford



Longwood, FL



407-790-9836



tina@santekservices.com



SanTekServices.com



Education and Certifications

Certified ProAdvisor

- Certified by Intuit on a range of advanced, QuickBooks specific topics and subject matter.

Drake Basic 1040 Tax Course

- Fundamentals of tax concepts, tax preparation and tax law.

EwB online Accounting and Bookkeeping (Both Editions)

- Accounting Course

Memberships

- American Institute of Professional Bookkeepers
- QuickBooks ProAdvisor

Software

- Microsoft Office
 - QuickBooks Online
 - Adobe
 - SaSaant
 - G-Suite/Google Workspace
 - Canva
 - Paychex and ADP
 - Zoho
- 