Yana Berezovski

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EDUCATION

Tel Aviv University, Tel Aviv, Israel
Graduate Certification Program, *Programming Engineering* *Received 1997*

Technological Institute of Refrigeration Industry, St. Petersburg, Russia
Bachelor Degree, *Mechanical Engineering* *Received 1990*

EXPERIENCE

EastCor National Title Services, Bay Harbor, FL *April 2026 - Current*

• Managed bookkeeping and financial records for over 10 affiliated company entities across New Jersey, New York, and Florida using QuickBooks Online.
• Prepared financial reports to support financial management.
• Coordinated financial information across multiple entities.

YesTech Inc, *Assistant Manager,* Miami, FL *January 2024 - April 2026*

• Managed company taxes for the Florida Department of Revenue and facilitated gaming machine licensing.
• Processed payroll, bonuses, and employee expenses using ADP and Excel.
• Handled vendor payments, renewals for company licenses, insurances, and driver documentation.
• Utilized Quickbooks for accounting, procurement, and inventory management of gaming machine parts.

Green Components Software*, Bookkeeper,* Miami, FL *November 2021 - September 2025*

• Recorded day-to-day transactions, invoices, and expenses for a small business.
• Tracked payments, followed up on receivables, and maintained general ledger records.
• Reconciled bank statements and kept financial records organized for tax purposes.

Bob's Barricades, *Contract Administrator*, Weston, FL *October 2021 - May 2022*

• Reviewed and processed prospect contracts for traffic control and roadway safety projects and obtained Vice President approval prior to execution.
• Verified client insurance certificates to ensure compliance with company and project requirements.
• Maintained records on Excel by documenting the receipt of contract-related details, such as insurance policies, payments, and contact information.

Zion Pharmacy, *Marketing Administrator,* Hallandale Beach, FL *August 2017 - August 2021*

• Executed email campaigns using Mailchimp.
• Managed orders through Quickbooks
• Assisted with business and customer support by managing customer inquiries via phone and email.
• Designed labels for doctors and medical products using Avena.

SKILLS

Computer Skills: Bookkeeping, Excel, Word, Mailchimp, WordPress, Quickbooks, ADP, Canva
Languages: English, Hebrew, Russian