

NAME
ADDRESS
Email/Phone

CAREER SUMMARY

Accounting Specialist with recently-completed studies in IT Network Software. Well organized and detail oriented, with a proven ability to manage time effectively, streamline processes and improve workflow. Work independently as well as collaboratively in a team setting. Ability to process high volumes of detailed transactions with accuracy.

WORK EXPERIENCE

COMPANY XXX Cleveland, Ohio

Tax Preparer

2008-2011

Prepared Federal, State and Local tax returns of individuals. Advised financial counseling to maximize return. Resolved and responded to IRS letters for customers.

- Saved \$20K from customer to be collected by IRS.

COMPANY XXX Cleveland, Ohio

2005-2009

Inventory Control / Steel Receiving Clerk

Managed quarterly inventory and maintained material organized. Made adjustments and conducted daily cycle accounts.

- Implemented Excel spreadsheets into current procedures which reduced 60% of physical inventory.
- Identified new production techniques decreasing costs by 30%.

COMPANY XXX Cleveland, Ohio

2006-2007

Inventory Control

Participated in daily cycle counts. Searched discrepancies, analyzed reports and made adjustments.

- Trained co-workers on new warehouse software saving \$30K.

COMPANY XXX Cleveland, Ohio

2005-2007

Tax Preparer

Prepared Federal, State and Local taxes of individuals. Advised financial counseling to maximize return.

- Increased 15% of sales offering H&R Block products.
- Incremented 25% of clientele of new Hispanic customers.

COMPANY XXX Cleveland, Ohio

1996-2004

Set-up spot welding machines.

- Increased productivity in 60% using JIT.
- Trained new workers on jobs keeping productivity at 100%.

YES PERU S.A. Lima, Peru

1992-1995

Accounts Payable

Researched and resolved accounts payable issues with vendors. Coded and entered invoices, reconciled batches. Matched line item of invoices against purchase orders in preparation of payments. Prepared cash requirements and setting up new vendors. Processed data entry, expense reimbursement and check requests.

- Supervised 2-5 employees.

EDUCATION AND TRAINING

Cuyahoga Community College - Cleveland, Ohio

Pursuing Associate of Applied Business in Information Technology Network Software

Expected graduation – Summer 2012

Cuyahoga Community College - Cleveland, Ohio

Pursuing Associate of Applied Business in Accounting

Expected graduation 2013

University of San Martin of Porres - Lima, Peru

Bachelor's Degree - Accounting

TECHNICAL SKILLS

Operating Systems: OS - Win 7/XP/ME

Software Applications: Microsoft Office XP/2007 (Word, PowerPoint, Excel), Norton Utilities, Peachtree and QuickBooks

Networking: TCP/IP, LAN/WAN, VPN

Software Installation and lab of Windows Server 2003 and 2008

Office equipment operation

Search engine use

LANGUAGES

Bilingual in Spanish and English