

STAFF ACCOUNTANT

Entry-Level Position

CERTIFICATION

Certified Public Accountant, State of Illinois ▪ Feb 2002

EXPERTISE

Audits & Financial Statements
Accounts Receivable/Payable
Financial Reconciliations
General Ledger Accounting
Record/Systems Automation
Financial Research Projects
Strategic & Financial Analysis
Audit Review Procedures
Teamwork & Communication

EDUCATION

ACCOUNTING STUDIES CERTIFICATE

DEPAUL UNIVERSITY,
 CHICAGO, IL
 2000

BACHELOR OF SCIENCE IN BUSINESS/MANAGEMENT

COLLEGE OF COMMERCE,
 ASSUMPTION COLLEGE,
 MAKATI, PHILIPPINES
 1986

AFFILIATION

Member
 Illinois CPA Society
 2002

QUALIFICATIONS SUMMARY

- Quickly creates good rapport with co-workers, staff, management, and clients.
- Featured in the Fish newsletter by field partner for going far and beyond in Accuracy, Responsiveness and Teamwork.
- Fluent in Tagalog and Mandarin.
- Consistently exceeded expectations in performance reviews and evaluations.
- Possess strong researching skills in analyzing data from disparate systems to resolve errors/disputes.

CAREER HIGHLIGHTS

CAPITAL FIRST REALTY, INC. ▪ CHICAGO, IL

PROPERTY MANAGEMENT ACCOUNTANT **2007-PRESENT**

- Generate and file Illinois, Indiana, Michigan and Minnesota’s sales tax returns for sales of homes by communities.
- Maintain Access database of inventory of homes and related information.
- Update reports in the inventory database for executive leadership, finance, underwriting, sales and other divisions.
- Prepare “Smart Buy Profit Maximization” calculation
- Assess accounting transactions of home sales, transfers, and bank charges.
- Apply and oversee systems, processes and reporting mechanisms to identify status of incomplete tasks related to sales taxes and title changes.
- Prepare and approve necessary adjustments to financial records.
- Successfully maintain inventory database and price inventory, as well as smart buy pricing to encourage homebuyers
- Design and develop functionality of the inventory database.

GE CAPITAL SOLUTIONS ▪ ROSEMONT, IL

BILLING ADMINISTRATOR / LIAISON TO XEROX CUSTOMERS, **2004-2007**
MANAGED SERVICES/BILLING

- Prepared invoices and determined billing inconsistency for GE and Xerox joint venture.
- Coordinated with account managers and clients to collect service requirements.
- Ensured compliance of billing processes and procedures to Sarbanes-Oxley.
- Studied Xerox databases and repositories, including PeopleSoft invoice system, Excel billing summaries and sample invoices, and Oracle pre-bill backup for correct match-ups.
- Acknowledged for establishing strong field rapport that improved workflow and billing quality.
- Recognized in implementing process changes that eliminate future errors and minimize cycle time.
- Received credits for billing 100% of all assigned contracts and great contribution in a team that attained billing rate of 93.1% against goal of 90%.

XEROX CORPORATION ▪ CHICAGO, IL

BILLING ANALYST, FINANCE AND OPERATIONS DEPARTMENTS **1993-2004**

- Restructured internal/external client’s pre-budgeting and cost-control processes by converting data into PowerPoint presentations for healthcare, legal, and publishing firms.
- Reconciled multifaceted projects on year-to-date expenses and revenue volume.
- Handled and maintained MS Access database for monthly billing report.
- Served as key member in PeopleSoft realization project by system testing and feedback process.
- Particularly requested and referred by clients for special projects regarding reconciliation and analysis of billing accounts.
- Single-handedly administered and maintained a complex billing database.
- Designated to automate and streamline service reports that dramatically increased departmental efficiency.