

ALEX VALENZUELA

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OBJECTIVE Staff Accountant, Audit Division

QUALIFICATIONS

- Experienced in invoicing, accounts receivable, accounts payable, general ledger, inventory control
- Self-starter, team player, goal-oriented, willing to travel
- Attention to detail, accuracy, and deadlines
- Strong communication, problem-solving, and customer service skills
- Proficient in Word, Excel, Access, Windows, QuickBooks Pro
- Work with PC network in client-server environment

EDUCATION **Bachelor of Business Administration, Accounting, 2003**
University of Los Angeles, Los Angeles, CA GPA 3.5

Relevant courses of study:

- Analysis and Design of Accounting Information Systems
- Information Systems Auditing • Managerial Accounting
- Cost Accounting • Tax Accounting • Financial Accounting
- Intermediate Accounting I, II, III • Commercial Law

Senior Internship, 12/02 to 4/03

Project Leader: Coordinated student team analyzing inventory system of a small trailer manufacturing company. The recommended just-in-time ordering and improved parts control systems reduced yearly carrying costs by 55 percent.

EXPERIENCE **O’Keefe and Associates, Los Angeles, CA** **9/01 to Present**

Part-time Bookkeeper: Use Quickbooks Pro to invoice clients, post income and expenses, process accounts payable, reconcile general ledger accounts, and prepare monthly balance sheets and P&L statements. Update expense-tracking spreadsheets for each client. Using Excel, reconcile monthly bank statement. Initiated shorter invoicing cycle and introduced discounts for prompt invoice payment; reduced A/R cycle to 35 days.

Rand and Company, Los Angeles, CA **6/99 - 8/01**

Part-time Retail Sales Clerk: Sold 175 percent of quota.
Awarded “2000 Outstanding Employee/Customer Relations” certificate.

ACTIVITIES Vice President, Beta Alpha Psi Accounting, 2003
Member, Information Science Association, 2000-Present
Member, Debate Team, 1999-2001

Scannable Resume