

ALEX VALENZUELA

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OBJECTIVE	Staff Accountant, Audit Division
QUALIFICATIONS	<ul style="list-style-type: none">• Experienced in invoicing, accounts receivable, accounts payable, general ledger, inventory control, Sarbanes-Oxley compliance• 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, Outlook, Windows, QuickBooks Pro• Work with PC network in client-server environment
EDUCATION	<p>Bachelor of Business Administration, Accounting, 2010 University of Los Angeles, Los Angeles, CA GPA 3.5</p> <p>Relevant courses of study:</p> <ul style="list-style-type: none">• 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 <p>Senior Internship, 12/09 to 4/10 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.</p>
EXPERIENCE	<p>O’Keefe and Associates, Los Angeles, CA 9/08 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.</p> <p>Rand and Company, Los Angeles, CA 6/02 to 8/04 Part-time Retail Sales Clerk: Sold 175 percent of quota. Awarded “2003 Outstanding Employee/Customer Relations” certificate.</p>
ACTIVITIES	<p>Vice President, Beta Alpha Psi Accounting, 2010 Member, Information Science Association, 2007 to Present Member, Debate Team, 2006 to 2008</p>

[Print Resume \(Job Objective—Staff Accountant, Audit Division\)](#)