

## Cynthia Gonzalez

### Education

May 2013	California State University, Northridge	Northridge, CA
<b>Bachelor of Science – Finance</b>		
Feb 2011	Mount San Antonio College	Walnut, CA
<b>Associate of Arts Degree – Math and Science</b>		

### Experience

Oct 2016 to Present	SAFE, Inc.	Monument, CO
<b>Assistant Finance and Operations Manager</b>		
<ul style="list-style-type: none"> <li>▪ Manage overall accounting systems and bookkeeping including accounts payable and accounts receivables, inventory, assets, banking, and payroll functions.</li> <li>▪ Work closely with the President to handle revenue for all programs.</li> <li>▪ Interface with CPA firm to coordinate annual financial audits.</li> <li>▪ Maintain electronic paper filing system and document control.</li> <li>▪ Assist with personnel management and maintain personnel files.</li> <li>▪ Process monthly payroll for employees and subcontractors.</li> <li>▪ Analyze and organize office operations and procedures to increase efficiency and productivity.</li> <li>▪ Financially track and report multiple research and development programs.</li> </ul>		
Nov 2014 to Jun 2016	Irvine Technology Corporation	Irvine, CA
<b>Accountant</b>		
<ul style="list-style-type: none"> <li>▪ Responsible for full cycle accounts payables and accounts receivables using QuickBooks Pro.</li> <li>▪ Assisted the CFO in month-end closings, monthly reporting, and monthly bank reconciliations.</li> <li>▪ Balanced and consolidated the cash flow of 1 million dollars in the corporate and payroll bank accounts.</li> <li>▪ Managed expense funds and processed ACH payments in the amount of 400 thousand to consultants on a bi-weekly basis.</li> <li>▪ Processed accounts receivable invoices and generated checks on a weekly basis for payment.</li> <li>▪ Analyzed and reviewed general ledger accounts to ensure they were maintained in a consistent manner with GAAP, Federal, State, and local policies and procedures.</li> <li>▪ Reviewed consultant timesheets and compared invoices for proper documentation of hours worked and recorded in A/P system.</li> <li>▪ Assisted with annual 1099 processing by contacting clients and gathering any missed information on their businesses.</li> <li>▪ Reconciled vendor bills, distributed payments, and resolved discrepancies.</li> <li>▪ Recorded cash receipts, posted payments received, and processed daily bank deposits.</li> <li>▪ Audited internal staff's expense reports, created expense spreadsheet reports, and entered journal entries for payroll.</li> <li>▪ Generated weekly commission reports, sales ranking reports, and hourly trend reports for the President and Officers of the company.</li> </ul>		
Jan 2014 to Jul 2015	Maxim Lighting International	City of Industry, CA
<b>Special Project Coordinator</b>		
<ul style="list-style-type: none"> <li>▪ Conducted in-depth research by analyzing customer buying preferences, needs, and habits to identify potential markets for the company's website design.</li> <li>▪ Identified and evaluated industry trends in database systems to serve as a source of recommendations for upper management.</li> <li>▪ Created and modified spreadsheet reports by illustrating data and translating complex findings into written text.</li> <li>▪ Collected data and analyzed prices, sales, and methods of marketing and distribution.</li> <li>▪ Compiled reports and communicated issues and resolutions to team members.</li> </ul>		

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Jun 2013 to Dec 2013	Maxim Lighting International	City of Industry, CA
<b>Accounting Assistant</b> <ul style="list-style-type: none"> <li>▪ Prepared invoice reports by analyzing financial calculations such as balances, interest charges, and discounts.</li> <li>▪ Created cross-functional flow charts and assisted with customers monthly billing processes by reducing billing errors and resolving issues that appeared.</li> <li>▪ Utilized tools such as Cognos software, system queries, and Excel functions (pivot tables and V-lookup) and access database to verify financial reports were accurate.</li> <li>▪ Reviewed customers past due invoices and coordinated payment plans.</li> <li>▪ Analyzed 35-40 purchase order reports on a daily basis and ensured sales order acknowledgements matched. Verified accuracy and documented mistakes made in our database.</li> </ul>		
Aug 2012 to May 2013	Ernst & Young Center for Careers	Northridge, CA
<b>Student Assistant</b> <ul style="list-style-type: none"> <li>▪ Managed student organization accounts; reviewed, updated, and reconciled organization budgets.</li> <li>▪ Facilitated information to students regarding the career center, internship opportunities, and the Accounting and Information System programs.</li> <li>▪ Coordinated interviews; interacted directly with Ernst &amp; Young professionals, and maintained monthly on-campus schedules.</li> <li>▪ Prepared general ledger entries by maintaining records and reconciling accounts for student organizations.</li> <li>▪ Managed daily accounts and reviewed financial reports issuing debits and credits for students who made purchases through the accounting programs.</li> <li>▪ Performed a variety of office duties including answering phones, organizing files, and data entry using Access and Excel.</li> </ul>		
<b>Professional Affiliations</b>		
Association of Latino Professionals in Finance & Accounting, Member		
<b>Skills</b>		
Proficient in Microsoft Excel, Microsoft Word, Microsoft Access, Microsoft Project, and QuickBooks Pro		