

Maria Garcia

Santa Clara, CA • 707-555-1212 • mariagarcia@gmail.com • [LinkedIn](#)

Experienced accountant/payroll coordinator with more than 10 years of accounting and operations experience. I achieve optimal efficiency and accurate work using a wide variety of bookkeeping and accounting practices.

Core Competencies

Accounting • Bookkeeping • Tax preparation • Office management • QuickBooks • Payroll • Invoicing • Customer service
Operations management • RFP preparation • Sales reporting • Business process management • CRM & database management

Professional Experience

Owner/Accountant

1/2024-present

S&K Bookkeeping Services, Santa Clara, CA

Provide a wide variety of accounting services for small-business clients, ensuring accurate reporting and EOY taxes.

- Manage overall accounting systems for clients.
- Maintain sales commission spreadsheets that ensure accurate payouts.
- Perform monthly reconciliations and P&L report to share with client every month by the 15th.
- Maintain accurate payrolls.
- Assist tax professionals with EOY tax filings

Accountant

11/2018-1/2024

Keeps Bookkeeping & Accounting, Santa Clara, CA

Managed and maintained accurate books for **more than 20 clients**.

- Assist client CPAs during tax preparation.
- **Significantly reduced taxes** using detailed bookkeeping reports.
- Accounts payable/accounts receivable tracking.
- Weekly commission tracking processes and payroll.
- Reduced receivable collections times, subscription tracking, payment processing using Stripe
- Timely 1099 preparation and filing by deadline so clients didn't accrue IRS fees.

Assistant Office Manager

09/2017 – 11/2018

Palmdale Resort/La Casita Health Club and Spa, Santa Clara, CA

Assisted spa manager to maintain inventory, client scheduling and overall client success.

- Provided hospitality services for **500+** members with **\$600,000** in membership revenue.
- Managed **\$20,000** in accounting per week using CSI accounting software.
- Managed Booker Software for **6,000+ spa appointments** made by members & resort guests.
- Collaborated with 15 team members to maintain luxury resort housekeeping processes.
- Managed organic skin care line.
- Drove more than **\$40,000 in sales** on beauty and skincare products.

Office Manager/Bookkeeper

01/2013 – 09/2017

Johnson Electric, Santa Clara, CA

Managed more than **\$1,000,000** using QuickBooks for AP, AR and collections for **500+** clients, including the U.S. Coast Guard.

- Created and delivered RFP's to prospects averaging a **90% close rate**.
- **Decreased operating expenses** by coordinating barter service requests.
- Generated expense reports and accounts for staff.
- Audited project expenses to ensure customer invoices were accurate.
- Built and designed the company's website.
- Managed company website and all social media accounts, including Facebook and Instagram.

Technical Skills

- QuickBooks Pro Course
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Google Docs
- CRM (Closers.io and HubSpot)

- PayPal
- Stripe
- Zelle
- Venmo
- Cash App
- Google Pay
- Chime
- Google Wallet

- Facebook
- Twitter
- YouTube
- TikTok
- Instagram