

Juan Martínez
Arecibo, P.R.
Phone (787) 206-5876
Email: jmartmart101@yahoo.com

Academic Preparation:

Bachelor Degree Business Administration
Major in Accounting
University of Puerto Rico

Experience:

2008-Present
Accountant
Martinez Accounting Services
Arecibo P.R.

Duties: All accounting procedures for small business companies. Payroll, receivables, payables, income tax forms and financial statements.

1998 - 2008
Accounting Supervisor
Owens Illinois de PR
Vega Alta P.R.

Duties: In charge of the general ledger accounting and financial statements. Supervise payroll, accounts payable and cashier. Intercompany accounts, cost of goods sold, finish good accounting, inventory supervise and reconciliation, exports accounting, monthly accruals, fixed assets, CERs analysis and capitalization, internal audit procedures, raw material accounting and price variances.

1993-1998
Accounts Payable
Owens Illinois de PR
Vega Alta P.R.

Duties: All related with accounts payables, po's conciliation with receiving slips, vouchers for payments checks, month end closing entries, raw material accounting, intercompany payables, internal audit procedures.

1987-1993

Auditor

Feliciano Charneco y Asociados

Arecibo P.R.

Duties: Audit accounting procedures, verification and analysis (payroll, accounts payable, accounts receivable, ledger accounting, GAAPs compliances). Supervised accounting clerks.

1986-1987

Manager

Teatros Caribe de Arecibo

Arecibo P.R.

Duties: Supervise tickets and candies sales persons, projection persons and all concerning with theater operation.

1983-1987

Tickets Seller

Teatros Caribe de Arecibo

Arecibo P.R.

Duties: Selling entrance tickets, prepare deposit slips.

Abilities: Excel, Word, Power Point, Outlook, Windows, C-Sharp, C++, Graphic Design. Team oriented, strong interpersonal and supervising skills, problem solving oriented.