

# Lisamarie García Oquendo

Urb. Portal de los Pinos Calle 1 #A6 San Juan 00926  
T. (787) 409-1477 e. [liscarciaoquendo@gmail.com](mailto:liscarciaoquendo@gmail.com)

## CAREER SUMMARY

Accounting Professional with *experience in full accounting cycle*. In full understanding of the importance of meeting due dates and the accuracy of my work. Over 5 years of experience in accounting, on the area of analysis and billing.

## SKILLS SUMMARY

Develop procedures which enhance the efficiency between departments. Currently working to gain additional knowledge in production and traffic departments, in order to increase professional growth. Other related skills: team work oriented, strong analytical skills and capable of assuming leadership. Proficient in the use of MS Office, able to work under pressure and manage multiple task.

### Experience:

#### **McCann Erickson Traffic Assistant**

**San Juan, PR  
2011-April 2015**

Clients: L'Oreal, MasterCard, Pfizer, Mondelez, Ricoh

- Responsible of preparing estimates and creation of purchase orders for the Accounts team.
- Monthly client budget reconciliation.
- Liable for development of internal procedures upon the addition of new departments.
- Follow up accounts management team for client's estimate approvals.

#### **Accounting /Production Billing**

**San Juan, PR  
2008-April 2015**

Clients: L'Oreal, MasterCard, General Motors, Coors Ligth, Hershey's, Comisión Estatal de Elecciones

- Analyze and post budgets per client.
- Accounts reconciliation.
- Execute monthly income and expense reports.
- Perform customer Billings.
- Reported directly to company regional CFO in the development of monthly production forecast.
- Managed and coordinated all closing processes between accounting and production department.
- Primary liaison between regional system and local personnel.

#### **McCann-Erickson**

**Guaynabo, PR**

Reception

2007

- Meetings coordination.
- Assist in administrative tasks.
- Dispatch production material to selected media and outside country.
- File applicable media ads as evidence for worked accounts.

#### **APS Security System Inc.**

**Guaynabo, PR**

Telemarketing

2003-2005

- Analyze needs of current customers and potential buyers, to improve service quality and also to add new packages.
- Coordinate meetings with new clients and representatives.

**Education:**

**Universidad de Puerto Rico**, en Carolina PR  
Bachelors degree in Commercial Advertising  
2002-2006

**Carolina, PR**

***Work references:***

Maria Margarita López, Loreal Paris Account Executive (787)501-3581  
Lillianie Loperena , MasterCard Project Manager(787)923-0854

*Additional references available upon request.*