

Marianela Booker

Phone: (832) 477-6911

Email: marav8973@gmail.com

OBJECTIVE

10 plus years of accounting and management experience. Experience with performing complicated QuickBooks cleanup and assessment. Highly organized, focused, and career minded with the ability to wear many hats and multitask. Possess extensive management, leadership and team building skills. Advanced experience with QuickBooks and Microsoft office.

EDUCATION

4/2009 – 2/2011 Kaplan University
Bachelors of Science in Accounting

PROFESSIONAL EXPERIENCE:

10/2013 – 12/2013 **Executive Lodging** – Corp. Housing - Houston, TX. (temp)
Controller, Personal Financial Manager, Human Resources

- Hired to replace existing controller and to perform complicated QuickBooks cleanup.
- Managed accounting for five entities, and all owners' personal finances, including six personal properties.
- Managed a staff of three employees; two accounting assistants and one HR assistant.
- Issued periodic financial reports. Coordinate with CPA on financial statements and yearly tax preparation.
- Processed and paid monthly and quarterly hotel tax, sales and use tax, 940 and 941 taxes and yearly property taxes for the principle company and the owner's six personal properties.
- Performed bank reconciliations for all entities. Managed, processed and delegated AP and AR for all entities.
- Processed payroll for 12 employees. Responsible for managing all HR related issues.

01/2013 - 10/2013 **Realtime Oilfield Technology** – Oil & Gas – Houston, TX.
Accounting, Buyer/Purchasing Manager, Office Manager, Human Resources

- Company had no bookkeeping for a year. Hired to update 12 months of accounting and perform complicated QuickBooks cleanup from prior years. Managed the transition of accounting and assets from company split.
- Managed all accounting in QuickBooks, reconciliations and monthly financial reports.
- Purchasing/Buyer manager responsibilities included placing all orders and working with suppliers.
- Maintained office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Managed and aided owner in recruiting, selecting, orienting, and training employees as well as performing all coaching, counseling, and disciplining session; planning, monitoring, and appraising job performance.

12/2009 - 01/2013 **SAE Towers, Ltd.** – Engineering & Manufacturing – Houston, TX.
Office Manager, Bookkeeper, Executive Assistant and Marketing Manager

- Prepared and issued payment of monthly and quarterly corporate sales tax, property tax, company vehicle tax, and 1099's.
- Coordinated all accounting transactions with the accounting departments at all plant locations and assisted the CFO with various accounting functions and tax matters. Analyzed and proofread yearly financial statements with CFO.
- Monthly reconciliations, daily banking transactions and payment of corporate office invoices.
- Prepared, filed, and notarized all legal documents for bonding and international sales.
- Office management and Human Resource responsibilities.
- Managed and scheduled all promotional and marketing conferences, trade shows, functions, supplies, special events and client entertainment.
- Maintained the CEO and CFO calendars, expense reports and personal matters. Scheduled travel and accommodations for CEO, CFO and executives traveling from India, Brazil and Mexico.
- Planned and orchestrated new corporate office lease and construction build out. Coordinated the corporate office move and setup.

07/2007 - 05/2008 **Project Associates, Inc.** – Oil & Gas – Houston, TX.

Office Manager, Project Controls, Project Secretary Manager, and Human Resources

- Managed 8-plus project secretaries, document control and administrative team.
- Project controls for two major oil and gas clients: LODI Kirby Hills and Chevron. Maintained time and budget project control reports.
- Designed, created and published company policy and drug and alcohol policy manuals.
- Planned and orchestrated new office lease and construction build out. Coordinated the purchase, delivery and setup of all new office furniture, equipment including electrical and data setup.

01/2005 – 07/2007 **Marcum & Kliegman, LLP** – CPA Firm – Melville, NY.

Assistant Controller, Internal Accounting

- Accounting and reconciliations for three entities: Marcum & Kliegman, LLP, M&K Internetworking, and M&K Financial Services.
- Assisted in coordination of Sarbanes Oxley files. Managed 401K backup and audits, FSA benefit account and transactions for all employees.
- Responsible for internal audits on all expense reports for over 300 employees including Long Island and New York offices and monthly commissions for Internetworking techs.
- Maintained equity and non-equity benefits for 20 firm partners including monthly and yearly partner shared client breakdown for yearly commissions.
- Played a key role in the setup and implementation of new cutting-edge paperless system and software for New York City and Long Island offices.

01/2001 – 01/2005 **Quality Copiers Service, Inc. & Wholesale Copying** – Service Company – Clute, TX.

Bookkeeper, Operations Manager & Buyer

- Accounting and operation functions for both entities.
- Issued periodic financial reports, maintained accounting records, controls and budgets.
- Coordinated with CPA on financial statements, yearly tax preparation and submittal for both entities.
- Buyer/purchasing responsibilities included placing all orders and working with suppliers.
- Managed schedules for six employees and three contractors.
- Marketing for sales and new accounts.

Previous Work History:

11/1999 – 1/2001 Aramark Uniform Services - Memphis, TN.

Sr. Customer Service Coordinator

1/1997 – 11/1999 Harrah's Tunica Casino - Tunica, MS

Table Games Assistant Manager/Executive Assistant for Table Games, Slots, Slot Performance, and VIP