

Angelina A. Atayde

SUMMARY

Flexible and enthusiastic individual with a highly-developed work ethic. Able to learn new tasks quickly while performing in a timely manner. Represent establishment with friendly, professional demeanor at all times. My ability to learn at a fast pace and my dedication as an employee are two of my greatest attributes to note during consideration for a new position.

Experience

11/2023 - 6/2025 City and County of Denver
Child Support Tech

- Process Child Support payments
- DOH Reports -Research any disbursements on hold, release if possible.
- MSO Reports -Research cases on hold, clear hold if possible.
- Complete Tech Requests.
- Complete Calculations of cases to verify amounts still owed.
- Process any checks that are mailed directly to DHS
- CHRON- Notate everything done as processed.

4/2022-11/2023 City and County of Denver
Colorado CCAP Tech

- Process Child Care cases
 - Including but not limited to processing child care payments for Day Care Centers as well as at home child care.

10/2021-1/22 Westland Industries
Accounting/Temp

- Bank Reconciliation
- Month End
- Balancing Sheets Reconciliation
- Reports
- Taxes for 5 states
- Assist with other accounting duties, ie... A/P processing, invoices, filing, etc.

7/20-4/2021 Bray Industries Nichols Given

Accounting/Temp

- Accounts Receivable
- Process invoices
- Process checks forwarding payment information to main branch.
- Reports

11/14 - 5/2020 The Travel Society and Planning Partners International **Staff Accountant**

The Travel Society - Host Travel Agency

- Process incoming commission checks.
- Service Fee Tracking
- Maintain and submission of Airline Reporting Corporation (ARC) reports.
- Commission file imports and bank deposits
- Balance and verify settlement sheets.
- Maintain all incoming wires and apply appropriately.
- Apply any outstanding items from the bank statement to the correct general ledger account.
- Process travel agent payroll every two weeks.
- Back up A/P
 - Complete check requests to vendor or customer per travel agent request.
 - Billing

Planning Partners International (PPI)

- Meeting attendee expense reimbursement and compliance reporting.
- Wires, domestic and foreign.
- Check processing

Notary Public for both companies.

10/13 - 10/14 Maternity Leave

3/13 - 9/13 Jones International **Staff Accountant - A/R Specialist**

- Bill accounts in a timely manner.
- Apply payments to accounts.
- ACH processing.
- Cash Reconciliation.
- Past due notices.
- Collections.
- Payroll

7/06 - 01/13 Credit Union Strategic Partners **Staff Accountant II**

I manage four companies on a daily basis and I help where needed with other companies. I also provide information and assistance where needed internally. My duties include but are not limited to:

- Accounts Payable - Vouchering the payables, entering information into the system making necessary intercompany transfers, editing, printing, posting, and mailing checks.
- Cash receipts- Weekly entrance and posting deposits.
- Accounts Receivable- Enter, edit, and print and post all receivables as well as auto debit any companies who have signed up to be

auto settled. Accounts Receivables also includes sending out any past due notices to vendors who are behind in paying.

- Maintain Petty Cash
- Maintain all company vehicles, including tags, insurance and licenses.
- ACH processing
- Daily maintenance of journal vouchers.
- Month end duties include but are not limited to
 - Cash Reconciliation.
 - Financial statement preparation.
 - Balance sheets, sub-ledger, and reconciliation balancing.
 - Fixed Asset maintenance.

1/06-3/06 Coldwell Bankers Choboian Real Estate Tulare, Ca
Listing Coordinator

- Coordinate all listings for successful Real Estate Agent.
- Update all records regarding properties, including MLS.
- Maintain contact with clients and walk them through process of selling their house or buying their home.
- Order reports, i.e. Termite.
- Obtain bids for repairs or clean up as needed.
- Retrieve leads for realtor.

4/01-8/05 Denver Auto Auction Aurora, Co
Cash Receipt Specialist

- Deposit all funds coming into the auction.
- Maintain records and reports daily.
- Post and adjust journals as needed.
- Create and maintain spreadsheets.
- Manheim Automotive Financial Services Specialist (MAFS)
- Data Entry
- Customer Service.
- Account receivable and account payables
- Bank reconciliation's.
- Daily deposits of checks from Auction Dealers.
- Verify and maintain dealer information
- Prepare and maintain important documents, i.e. tax forms.
- Primary contact for temporary staffing agencies.
- Extensive cash handling.

8/99-11/2000 TeleTech Communications Thornton, Co
Education Development Instructor

- Educate customer service representatives on product knowledge, conduct interviews, instructional design, client interaction, and agent coaching.
- Recruiter
- COVAD - Instructor - Technical and soft skill.
- Ford Project
- American Express - E-Barter Instructor.

- Training Assistant - Motorola Project
- Agent- Microsoft Project and Bell Atlantic.

- Tele Tech - DDI Course - Certificate
Climb Course - Certificate
Behavioral Interviewing - Certificate

Skills

Microsoft- Power Point, Excel, Access, Word and, Outlook.

Additional Information

I am a quick learner who pays attention to detail and I have the need to excel in whatever I do. I am willing to take extra classes to gain any important skills that are necessary to obtain a better knowledge of my position and to advance to better myself and the company I work with.

Angelina A. Atayde

Professional References :

Denver Auto Auction: Suzanne McCarty, Accounting Manager 303-343-3443

Credit Union Strategic Partners: Dan Santangelo, Human Resources Manager 303-427-1697

Personal References:

Maria Franco 720-990-8038

Lucy Santiago 720-271-2367