

Breanna Vera

5629659130 | verabreanna@gmail.com | Denver, Colorado

Experience

OnPoint Worldwide Inc. | Long Beach, CA

Bookkeeper | 04/2023 - Present

- Enter financial transactions into accounting software or spreadsheets, ensuring accuracy and completeness. This includes invoices, payments, expenses, and receipts.
- Regularly reconcile bank statements, accounts receivable, and accounts payable to ensure all transactions are accounted for and discrepancies are addressed promptly.
- Calculate wages, deductions, and taxes for employees. Ensure payroll transactions are accurate and comply with relevant laws and regulations.
- Strong attention to detail to spot errors and inconsistencies in financial records. Familiarity with preparing financial reports such as balance sheets, income statements, and cash flow statements. Highlight any experience in analyzing financial data to provide insights to management.

Securitas | Reno, NV

Security Guard | 09/2022 - 04/2024

- Excellent observational and surveillance skills.
- Strong knowledge of security protocols and procedures.
- Ability to remain calm and composed in stressful situations.
- Effective communication skills, both written and verbal.
- Physical fitness and ability to stand and walk for long periods.

Aegion Corporation | El Segundo, CA

Material Handler/ Firewatch Officer | 08/2019 - 04/2020

- Demonstrated and applied product knowledge of all company items
- Cleaned warehouse areas to maintain safety and efficiency
- Kept storage areas organized, clean and secure to fully protect company assets. Prepared pallets of boxes for easy transportation between customer and storage locations. Coordinated daily work strategies, following oral and written instructions to properly move and ship products.
- Reported any emergency in designated areas. Daily reports on incidents.

Starbucks | Los Angeles, CA

Barista and Cashier | 01/2017 - 08/2019

- Made and served countless of beverages per day with speed, quality and consistency.
- Engaging with both new and regular customers while maintaining daily responsibilities.
- Maintain a clean and organized workspace, including cleaning equipment, counters, and seating areas. Adhere to health and safety regulations.
- Prepared coffee, straightened up chairs and table, opened register and carried out other opening duties.
- Controlled line and crowd with quick, efficient service.

Skills

Typing, QuickBooks, Reconciliation, Talented Customer Service, Creative Problem-Solving, Versatility , Office Organization , Diligent, Data Entry, Friendliness , Adaptability, Active listening

Education

Junipero Serra High School | Gardena, CA

High School Diploma | 05/2015

- Graduated with a 3.4 GPA.
- Collaborated and contributed numerous hours of community service during my entire high school career. In different areas of the community such as Midnight Mission, Orphaned earring, assisting at the Gardena Convalescent Center, and more.