

# Dominic Rodriguez

Denver, CO 80237

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Authorized to work in the US for any employer

## Work Experience

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### **Bookkeeper**

Greatmane Books - Denver, CO

June 2022 to Present

- A/P
- A/R
- Develop relationships with vendors and customers
- Pulling and interpreting reports
- Monthly Bank Reconciliation
- Client Training

### **Driver**

TNR Logistics (FedEx) - Lone Tree, CO

August 2020 to Present

Route Management

Drove

Loaded and unloaded truck

### **Intern (Accounting)**

Farrell-Roeh - Littleton, CO

June 2019 to June 2020

- Accounts Receivable
- Accounts Payable
- Bank reconciliation
- GAAP
- Excel (and other Office 360 applications)
- Staff accounting

### **Student Loan Manager**

PBCM - Greenwood Village, CO

April 2018 to April 2019

- Office Experience
- Analytical ability
- Debt Management
- Financial Reporting

### **Executive Sales Representative**

Sprint - Littleton, CO

August 2016 to April 2018

- HTML
- Administration
- Problem solving
- De-escalation

### **Assistant Manager**

Papa Murphy's - Aurora, CO

September 2013 to August 2016

- Cash handling
- Leadership
- Time management
- People management
- Management
- Decision Making
- Interpersonal skills
- Payroll Processing

## Education

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### **Bachelor's degree in Finance**

Metropolitan State University of Denver - Denver, CO

March 2023 to Present

### **Bachelor's degree in Economics**

Metropolitan State University of Denver - Denver, CO

March 2023 to Present

### **Associate in Business (Focus in Accounting)**

ARAPAHOE COMMUNITY COLLEGE

August 2019 to May 2022

## Skills

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- Problem solver
- Multi-tasker
- Self-motivated
- Ability to prioritize effectively to meet goals
- High level of written and spoken communication skills
- Ability to adapt, learn, and apply new skills
- GAAP
- Bank Reconciliation
- Accounts Payable
- Journal Entries
- Analysis Skills

- Financial Analysis
- Excel
- Outlook
- Microsoft Office
- Accounting
- Account Reconciliation
- General Ledger Reconciliation
- General Ledger Accounting
- QuickBooks
- Office Management
- Pivot tables
- Accounts Receivable
- Problem-solving
- Team Work
- Reliability
- Bookkeeping
- Quickbooks online (1 year)

## Assessments

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### **Scheduling — Highly Proficient**

June 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: [Highly Proficient](#)

### **Filing & organization — Highly Proficient**

March 2019

Measures a candidate's ability to arrange and manage files or records using a set of rules.

Full results: [Highly Proficient](#)

### **Data entry: Accuracy — Expert**

July 2020

Entering data quickly and accurately

Full results: [Expert](#)

### **Spreadsheets with Microsoft Excel — Highly Proficient**

July 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [Highly Proficient](#)

### **Accounting skills: Bookkeeping — Highly Proficient**

July 2020

Calculating and determining the accuracy of financial data

Full results: [Highly Proficient](#)

### **Working with MS Word documents (intermediate) — Highly Proficient**

March 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.

Full results: [Highly Proficient](#)

### **Attention to detail — Highly Proficient**

July 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

### **Cognitive ability — Highly Proficient**

April 2019

Measures a candidate's ability to combine pieces of information to form general rules or conclusions.

Full results: [Highly Proficient](#)

### **Bookkeeping — Proficient**

December 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

December 2021

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

### **Call center customer service — Proficient**

June 2019

Measures a candidate's ability to demonstrate customer service skills in a call center setting.

Full results: [Proficient](#)

### **Work style: Conscientiousness — Proficient**

April 2019

Measures a candidate's tendency to be rule-abiding, well-organized, hard-working, confident, and think before acting.

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

April 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Highly Proficient**

December 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

### **Attention to detail — Proficient**

December 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Written communication — Proficient**

March 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [Proficient](#)

### **Principles of accounting — Proficient**

December 2021

Preparing financial records according to federal policies

Full results: [Proficient](#)

### **Bookkeeping — Proficient**

December 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

### **Principles of accounting — Proficient**

December 2021

Preparing financial records according to federal policies

Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

December 2021

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

### **Principles of accounting — Proficient**

December 2021

Preparing financial records according to federal policies

Full results: [Proficient](#)

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