

# Irene Flores-Hernandez

Denver, CO 80229

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## Work Experience

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### **Bookkeeper/Office Manager**

Rauls auto trim-Denver, CO

January 2001 to June 2025

Bookkeeper, Payroll management, office manager, front desk ...  
Accounts receivable and payable

### **Tax Preparer**

Foreva tax service and book keeping-Denver, CO

January 2020 to April 2024

Tax preparer

Filing and helping customers with their taxes

### **Front Desk Receptionist**

Comfort Suites-Aurora, CO

August 2021 to November 2021

Answering phones, checking guests in and out  
Taking payments

## Education

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### **General educational development**

Emily Griffith-Denver, CO

## Skills

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- Human Resources
- Workers' Compensation
- Bookkeeping
- Microsoft Outlook
- Event Planning
- Communication skills
- QuickBooks
- Account Reconciliation
- Financial Analysis
- Financial Statement Preparation

- Auditing
- Office Management
- General Ledger Accounting
- Accounting
- Accounts Receivable
- Customer service
- Journal Entries
- Microsoft Office
- Data Entry
- General Ledger Reconciliation
- Financial Report Writing
- Sage
- Pricing
- Payroll
- Tax Experience
- Profit & Loss
- Accounts Payable
- Bank Reconciliation

## Languages

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- Spanish - Fluent

## Certifications and Licenses

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### **Driver's License**