

Ismael Meza

Gill, CO

imeza7114785_74z@indeedemail.com

+1 970 815 9831

Bilingual Business Administration and Accounting Degree graduate, who is a dedicated team player, seeks an position in business where my education, training, and willing and positive attitude will benefit my employer.

Willing to relocate: Anywhere

Work Experience

Data Entry

G&Z Transport LLC - Brighton, CO

October 2021 to December 2021

- Attention to detail when entering information for purchasing orders.
- Entering number of purchasing orders and description.
- Strong written and verbal communication skills.
- Fast typing and accurate data entry.
- Ability to work independently.
- Discretion with confidential data.
- Scan and enter data to the correct folder.

Cash Management/Accountant Payable

Sunrise Family Clinic - Evans, CO

April 2019 to January 2021

- collected cash log with the money for each day.
- Answer phone calls and send them to the right extension.
- Create spreadsheet for each day the clinic collected money for the day.
- Collected the money bags from each site the courier drop of the bags and create a spreadsheet in excel using formulas.
- Answered email with any question they had about the cash they collected for the day.
- Open mail to separate on B-deposit on excel spreadsheet for each day.
- Learn more Purchasing orders .
- Invoicing how to code them to the right accounts.

Courier (part-time)

Hospital Couriers Corp - Fort Collins, CO

December 2017 to August 2018

- Picked up commercial bank deposit bags from banks and delivered to central bank • Trained in chain of custody and HIPAA to preserve integrity of customer information • Known for being dependable, courteous and professional

Office Assistant (120 hour externship)

Turning Point Center for Youth & Family Development - Fort Collins, CO

May 2018 to June 2018

- Demonstrated being an efficient quick-learner • Complimented for completing tasks promptly with exceptional attention to detail • Assisted in multiple departments with a variety of office assignments

Cashier/Unloader

Ross Dress for Less - Greeley, CO

November 2015 to January 2017

- Provided outstanding customer service by treating customers with respect and courtesy, answered questions and suggested products; performed cashier duties • Attended fitting rooms; successfully interacted with a diverse customer base • Modeled team player qualities through willingness to be cross trained and helping in various departments whenever needed; unloaded and stocked merchandise

Education

Associates of Occupational Studies degree in Business Administration and Accounting

IBMC College - Greeley, CO

April 2018

Skills

- Cash application

Assessments

Attention to detail — Proficient

April 2021

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

Full results: [Proficient](#)

Work style: Reliability — Proficient

July 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Principles of accounting — Familiar

April 2021

Preparing financial records according to federal policies

Full results: [Familiar](#)

Basic spreadsheets with Microsoft Excel — Proficient

July 2018

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: [Proficient](#)

Work motivation — Familiar

July 2021

Level of motivation and discipline applied toward work

Full results: [Familiar](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

- Bilingual - English and Spanish
- Skilled at crediting and debiting accounts payable, accounts receivable
- Coordinated accounting ledgers, using accounting software and Microsoft Excel, Word
- Updated ending inventory for accounting end periods
- Completed cash flow, income, and owner's equity for financial statements
- Trained in preparing federal and state payroll tax registers, forms
- Experienced using electronic cash registers and balancing related reports
- Balanced journal ledgers, cash receipts, petty cash on a daily basis
- Experienced in writing and formatting emails, memo, and reports.
- Trained in researching, financing, marketing, and managing a business
- Trustworthy and discreet
- Mature, calm and capable fast-learner who can perform under stress