

# Lesli Ibarra

## CONTACT

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☎ 720-276-6537

📍 Westminster, Co

## EXPERTISE

- Accounts Payable/  
Account Receivable
- Communication Skills
- Multitasking
- Classroom Management
- Proctoring Tests
- Software Proficiency -  
QuickBooks/Excel
- Data Analysis
- Financial Reporting
- Front Desk
- Customer Service

## REFERENCES

Pricila Sevilla  
720-757-9234

Chelsea Mares  
720-621-6551

Sara Ulricksen  
720-936-2459

Rachael B.  
303-668-6448

## ABOUT ME

I am Bilingual in Spanish and English. Self-motivated to learn and grow in a challenging industry, I am ready to utilize my skills and passion to succeed. I believe my fast learning abilities and commitment to succeed makes me the perfect fit for this position.

## WORK EXPERIENCE

### ACCOUNTS PAYABLE

2022-Present

Family Trucks and Vans

- Foster strong vendor relationships.
- Set up new vendors and obtain up to date W9s.
- Process invoices and ensure accurate payments daily.
- Post daily invoices/costs to the correct cars.
- Enter bills weekly and mail out every Friday in a timely manner.
- Maintain an accurate and up-to-date money flow.
- Assists in and prepare worksheets and reports daily.
- Reconcile and close the accounts payable system weekly and every month.
- Assists in and prepare worksheets and reports daily.

### PARA-PROFESSIONAL / TEACHER ASSISTANCE

2019 - 2022

Cowell Elementary - DPS

- Support with individual students and/or small groups to reinforce learning of material.
- Assists with the supervision of students during arrival and dismissal, lunch, emergency drills, assemblies, and field trips.

### PROGRAM LEADER

2018 - 2022

Cowell Elementary - DPS

- Interact with parents on a daily basis and answer any questions and/or concerns when needed.
- Assist with planning and preparation of program activities.

## EDUCATION

STRIVE PREP - Excel

2018

- High School Graduate - 2018