



## Marisela Cardona

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Thornton, CO 80241

### SUMMARY

A skilled, dynamic and results-driven professional with over six years of accounting and financial management expertise to effectively provide team leadership and inter-office communication support. Advanced knowledge of payroll analysis and cost control with strong analytical, quantitative and problem-solving skills with a strong record of achievement in providing the necessary strategic marketing and public relations background to ensure streamlined operations while significantly increasing proficiency and profitability. Excellent interpersonal communication skills with ability to establish and maintain rapport with all levels of personnel, c-level executives, management, vendors, and clients.

### SKILLS

- General ledger accounting
- Internal controls
- Payroll
- Financial analysis and planning
- Financial administration

### EXPERIENCE

Loan Partner

Las Vegas, NV

Streamline Mortgage Corporation/ January to Current

- Examined and verified information in loan application and closing documents.
- Organized, filed and maintained customer, department and regulatory loan records.
- Worked with third-party vendors to address and clear loan closing requirements.
- Prepared and delivered loan documents to title and escrow teams.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to our products and services.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.

Accounting Manager

Las Vegas, Nevada

AAA FLOORING INC/ May 2017 to Dec 2020

- Oversaw both productivity and performance of administrative team through financial budgets and licensing requirements while assisting sales team in public relations, marketing strategies, and outreach through events, luncheons, and marketing material creation.
- Balanced daily to quarterly finances pertinent to account reconciliation, overhead costs and employee expenditures.
- Oversee and manage employee benefit packages, conduct weekly payroll and workers compensation reporting.
- Handled accounting operations such as updating journal entries, pursuing collections and reconciling accounts.
- Supervised accounting tasks, which included accounts payable and receivable and general ledger management.
- Prepared month-end closing entries for detailed reporting and recordkeeping.
- Managed all payroll processing and changes for 75+ employees.

- Evaluated and approved billing invoices and expense reports to ensure cash flow, control costs and oversaw financial matters.

#### Marketing and Promotional Model

Las Vegas, Nevada

CONVENTION, TRADE SHOW & EVENT MANAGEMENT/ Jan 2010 to Jan 2017

- Bottom-line business management, public relations and marketing responsibility encompassing all aspects of operations, to include; building of clientele base and relationship building with key accounts in various industries such as: MAPEI, The Outdoor Channel, Pernod Ricard and Legacy Marketing, William Grant and Sons, and Momentum among others.
- All of which resulting in profitable, efficient, and smooth flowing corporate event operations.
- Responsible for strategic brand recognition, social media marketing and event activation.
- Demonstrated effective public speaking and crowd gathering, demonstration of products, sales presentations, and administrative management of orders.
- Worked successfully with diverse group of coworkers to accomplish goals and address issues related to various products and services.

#### EDUCATION AND TRAINING

BACHELOR OF ARTS: POLITICAL SCIENCE, Italian Studies

UNIVERSITY OF NEVADA LAS VEGAS (UNLV) Jan 2008

#### REFERENCES

References Available Upon Request.

#### LANGUAGES

**Spanish:**



Professional