

Marissa Alegria

303-842-7918

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Skills

- ❖ Account Reconciliation
- ❖ Credit Card Reconciliation
- ❖ Computer literacy
- ❖ 10 key typing
- ❖ Accounts Payable
- ❖ Office Management
- ❖ Accounting software
- ❖ Filing Physical & Electronic
- ❖ QuickBooks
- ❖ Microsoft Outlook
- ❖ Excel
- ❖ Payment Processing
- ❖ Cash Handling
- ❖ Form 8300 Submission
- ❖ 1099 Submission
- ❖ Professional Communication

Williams Jewelers

Englewood, CO

Accounting Assistant/Accounts Payable Specialist Nov 2020-Sept 2024

- Accurately code vendor invoices in QuickBooks 175 /week
- Communicate with vendors about invoice issues, statements and reporting memos.
- Reconcile vendor statements (15-20 monthly)
- Reconcile and code credit card transactions weekly.
- Complete credit applications for new vendors.
- Submit 8300 forms when needed.
- Submit 1099s each year electronically
- Updated required reports as a backup to the Controller.
- File and organize invoices, statements and other supporting documents electronically.
- Assist with EOM & EOY Close
- Work with the Buyers to report memos sold Monthly
- Petty cash handling
- Prepare and record cash deposits
- Printed and mailed 30-50 checks per week.
- Handle incoming mail including USPS, inventory items & office supplies.
- Backup the team with completing Daily & Monthly reports for the sales team.

Bright Horizons Contact Center

Broomfield, CO

Resource Planning March 2019-December 2019

- Evaluating schedules to ensure there is coverage for all Lines of Business.
- Providing recommendations to management based on data that has been collected
- Sending coachings to ensure my coworkers understand what is expected
- Communicating to the team new processes and policies to ensure we are keeping consistent.
- Auditing emails, schedules and PureCloud using Microsoft Excel and Outlook email.
- Answering the call out line, then reviewing schedules to see if adjustments are needed for coverage.

Enrollment Specialist April 2018 - Nov 2020

- Used my knowledge about the programs to explain to potential clients how we are different.
- Assist potential clients by providing accurate information and resolving their complaints.
- Sending and receiving emails with potential clients in a professional manner.
- Keeping a very organized station that allows work to be done efficiently.
- Leads Generating, Summer Camp Demand Campaign, and Lead Merging.

EDUCATION

Front Range Community College

WESTMINSTER, CO

Accounting Major, Current

Pursuing an Associates in Accounting. I earned a Certificate in Foundations of Business in Spring 2018 and a Certificate of Business Specialization in Fall 2019.

References

Julee Mondeau

- Williams Jewelers
- Bookkeeper
- Julee.mondeau@gmail.com
- (949) 842-5330

Julee was my trainer and mentor, she helped me build my confidence in decision making and gave me opportunities to gain knowledge outside my job description, such as sales tax.

Trey Smith

- Bright Horizons Contact Center
- Resource Planning Team Lead
- 303-875-6798

Trey was my team lead and mentor, he encouraged me to think outside the box in an "artistic" way and allowed me to solve problems on my own to better my skills.

Brittany Hajek

- Bright Horizons Contact Center
- Enrollment Team Lead
- 303-875-6798

Brittany is my Team Leader, she has supported me with expanding my knowledge and encourages me to move up with the company.