

Monica Meraz

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Professional Summary

Dedicated bookkeeper and estimator with over 10 years experience. Looking to leverage current, real estate, bookkeeping and finance experience for career advancement. Self-motivated to work independently and contribute effectively to a team. Skilled at meeting deadlines and using analytical problem-solving to facilitate team success.

Work Experience

Bookkeeper/Estimator/Office Administrator

Craft Constructors

February 2020 to Present

- Respond to all incoming emails within 24 hours or less
- Maintain insurances and certifications up to date
- Maintain payroll, accounts payable and accounts receivable on schedule using Quickbooks Online
- Use RS Means software to submit 2-5 daily bids for residential and commercial drywall and paint projects based off of blueprints
- Use AutoCAD to create blueprints for projects to be submitted for permit approval
- Maintain record of requested estimates to uphold the company's 3 business day turnaround deadline
- Maintain contractor schedule, arrange contractor meetings and prepare necessary blueprints and project information necessary for meetings
- Review material and labor costs periodically and adjust as needed for current market prices
- Order material for 3-7 weekly projects to ensure work begins on agreed upon date

Real Estate Agent

Keller Williams Realty

December 2014 to March 2020

- Prepared and interpreted contracts for purchase and sale of real estate
- Used market data to ensure clients were selling and purchasing at competitive prices
- Independently obtained and oversaw 4 -10 client transactions from contract to close per month
- Organized transactions with lenders, closing companies, brokers, appraisers, inspectors and insurance companies on behalf of my clients
- Maintained pipeline of communication with leads and past clients
- Organized quarterly marketing and fundraising events
- Maintained accounts payable and accounts receivable on schedule using Quickbooks Online

Personal Loan Specialist

OneMain Financial-Longmont, CO

February 2019 to February 2020

- Reviewed personal loan applications for accuracy and completion in a timely manner.
- Collected and reviewed required documentation necessary for loan approval.

- Communicated daily with loan applicants regarding application status and resolve any issues that may arise.
- Followed strict company guidelines for loan qualifications.
- Communicated efficiently with applicants regarding their term loans prior to closing

Education

B.A. in Sociology

University of Colorado

B.A. in Psychology

University of Colorado

Skills

- Bilingual in Spanish and English
- Blueprint estimating and bidding
- RS Means and similar estimating software
- Google Hangout and Zoom
- AutoCAD
- Xcel
- Bluebeam
- Accounts Payable
- QuickBooks
- Budgeting
- Fair Housing regulations
- Google Suite
- Xero