

# VISHNEVSKAYA NATALLIA

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## **OBJECTIVE**

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Looking for a position in an accounting firm, where my experience and education in accounting and auditing can be used. To utilize my problem-solving and analytical skills for professional growth, as well as growth of the company.

## **WORK EXPERIENCE**

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### **Schmitt and Associates, CPA**

**Jan. 2024- Present**

#### Internship

Centennial, CO

- Perform reconciliation of bank statements in QuickBooks Desktop and Online
- Create a Pre-Tax Financials for LLC, S-Corps, and Partnerships
- Prepare taxes in Lacerte
- Data entry of client's information in Canopy

### **Elite iPhone Repair**

**Sept. 2016- Present**

#### Accounting Clerk

Denver, CO

- Calculate and file monthly and quarterly sales tax in an accurate manner by utilizing attention to detail and organization skills
- Balance monthly bookkeeping on time by staying organized and scheduled
- Acquire sales licenses and speak with IRS to clarify law changes
- Prepare and maintain accounting documents and records

### **Jestibo LLC**

**Sept. 2014-June 2015**

#### Manager

Denver, CO

- ☺ Oversaw and supervised a cell phone store operation
- ☺ Balanced cash and made deposits
- ☺ Worked with Keystrokes program
- ☺ Trained employees and managers for other stores
- ☺ Spoke directly with cell phone service provider and its representatives
- ☺ Managed online sales

### **Phone Store**

**Oct. 2010-Nov. 2012**

#### Manager

Aurora, CO

- Administered sales
- Processed daily paperwork and balanced cash at the ends of shifts
- Purchased merchandise for the store

### **Western Convenience Inc.**

**Aug. 2006-Aug. 2009**

#### Lead Accounting Clerk

Centennial, CO

- Audited multiple convenience stores
- Screened monthly audits and flagged errors
- Assigned with finding the human error in flagged audits
- Prepared daily sales reports for company's president and vice-president
- Inspected daily payroll, made corrections if needed
- Worked with RMS program

## **EDUCATION**

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**Metropolitan State University of Denver** GPA 3.86 Bachelor of Science, 2024

**Community College of Aurora** GPA 3.80 Associate Degree of Applied Science, 2011

## **ADDITIONAL SKILLS**

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- Proficiency in the Microsoft Office, Keystrokes, RMS, QuickBooks Desktop and Online, Canopy, and Lacerte programs
- Languages: Russian, Belorussian, English