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M	SABRINA MARTIN
SKILLS & ABILITIES	<p>Payroll, A/P, A/R, full charge bookkeeper, general ledger, collections.</p> <p>Customer service, data entry, human resources and administrative duties.</p> <p>Detail oriented work well independently or as a team member.</p> <p>Software: All Microsoft applications, Quicken, Champion, Quickbooks, Soft base, Cyma, Microsoft Money, JD Edwards, Intuit Payroll, Lotus Notes, Lead Optimizer, Timberline. Ten key by touch 600 KPM.</p>
EXPERIENCE	<p><b>SALES ASSOCIATE - AT THE BEACH</b></p> <p>March 2019 - Current</p> <p>Duties included checking in clients.</p> <p>Going over memberships and making sales.</p> <p>Educating clients on the benefits of using lotions in tanning beds.</p> <p>Daily inventory and sales goals.</p> <p><b>ACCOUNTING ASST/ADMINISTRATIVE ASST - TO SERVE CONTRACTING</b></p> <p>October 2016 - March 2019</p> <p>Duties and responsibilities included entering and maintaining that all information or documentation in AccuLynx.</p> <p>Contacting clients to keep informed regarding job status and also to find out status on payments.</p> <p>Compiling and maintaining receipts from company card, and all invoices from suppliers and subcontractors.</p> <p>Enter payment information for our contractors and subs for payment.</p> <p>I maintained all accounting and administrative duties from beginning to end.</p> <p><b>ACCOUNTING MANAGER - CURB APPEAL</b></p> <p>September 2015 - October 2016</p> <p>Responsible for all accounting duties. Handled accounts payable receiving</p>

invoices of suppliers, verify received product, entered into the system. Then matching invoices against statement for payment. Everything paid within 30-60 days.

Accounts receivable sending out final invoices, posted payments to correct account. If needed made phone calls to insurance companies and/or homeowners to follow up on payments. Audited monthly all general ledger accounts. Reconciled bank and credit card statements. Did all payroll calculations for office employees and commission based employees.

### **ACCOUNTING ASSISTANT SANDRA VAN DYK CLEANING**

July 2010 - September 2015

Responsible for all accounting duties.

A/P, A/R, invoicing, sales tax and deposits.

Analyzed monthly financial statements and individual jobs to make sure profitable .

Reconciled credit card and bank statements.

### **OFFICE/ACCOUNTING MANAGER AP AUTOMOTIVE**

July 2013 - April 2014

Managed all accounting responsibilities, A/P, A/R, collections, reconciling petty cash. Accountable for credit card statements applied to correct G/L accounts.

Liable for all other office duties phones, emails, distributing mail etc.

### **ACCOUNTING ASST ADLEVERAGE**

April 2014 - April 2006

Accountable for reports daily that gave revenue and statistics of employee's volume.

Verified all time cards to verify correct via computer system.

My daily postings was 500-600 per day.

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Responsible for training employees overseas via internet shadowing.

### **BOOKKEEPER AMPCO SYSTEM**

June 2005 - April 2006

Duties included all areas of A/R for all locations owned or leased in Colorado. Collections and collection calls to let clients be aware of past due charges.

Sustained A/R to maintain clear of outstanding debits and credits.

Handled and audited all A/R reports for clients including inventory counts on parkers. Reports were due to clients four times monthly.

Handled parking violation calls 200 per day, calls need resolved within 72 hours.

### **ACCOUNTING MANAGER DIESEL SERVICE AND SUPPLY**

August 2003 - January 2005

	<p>In charge of all A/P, A/R, payroll, cash accounts, financials and general ledger. Full charge bookkeeper prepared daily reports which included balances for A/R, A/P and balances in different accounts for owner.</p> <p>Maintained GL accounts for financials and inventory accounts. If error journal entries to correct accounts.</p>
<p>EDUCATION</p>	<p><b>POMONA HIGH SCHOOL, ARVADA</b>  Graduated May 1992  years focused on business courses</p> <p><b>FRONT RANGE COMMUNITY COLLEGE</b>  Accounting/Business Management.  Freshman</p>
<p>REFERENCES</p>	<p><b>REFERENCES &amp; LETTERS OF RECOMMENDATION AVAILABLE UPON REQUEST</b></p>