

VALENTINA PINOA

Financial Analyst/Accountant

✉ Valpin@email.com

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📍 Anaheim, California

🐦 twitter.com/val-pin

WORK EXPERIENCE

Accountant/Bookkeeper Intern

Hope International University

📅 December 2017 - April 2019

📍 Fullerton, CA

- Streamlined accuracy procedures for checking calculations and business transactions, reducing error rates by 29% and saving 14+ hours of manual work weekly
- Processed all A/P invoices and ensured 99.5% of approved invoices were paid on time and in full while maximizing cash-flow
- Remained up-to-date on the legislation regarding the Payment Protection Program (PPP) to ensure the company maximized payment 2 years in a row
- Organized financial data for audits, saving 37 hours of manual data collection monthly
- Collaborated with 6+ members of program management on budgets, programs, and financial reporting
- Analyzed 60 balance sheet accounts and posted journal entries

PROJECTS

Bookkeepers Association of California

Vice President, Finance Chair

- Analyzed association finances, producing 4 annual financial statements
- Collaborated with 7+ chair members, establishing 2 annual fundraising events that boosted contributions by \$118K
- Spearheaded 2 networking events across the state of California, connecting 300+ bookkeeping experts

Hope International University - Finance Club

Member

- Attended 6+ monthly club meetings, networking with 53+ peers and professors with similar career interests
- Collaborated with fundraising and social chairs, ensuring 2 events per semester had 155+ attendings and raising \$255K+ in donations
- Managed Excel documents to monitor expenses and revenue for the club, ensuring 100% of semester stayed within budget

CAREER OBJECTIVE

Financial Analyst/Accountant with 2+ years of experience. Seeking a role with Hiller Medical, where my background in balance sheet, cash flow, and income statement generation would contribute to the issuance of financial statements that exceed auditor requirements.

EDUCATION

Bachelor of Arts

Economics

Hope International University

📅 September 2015 - May 2019

📍 Fullerton, California

🎓 GPA: 3.7

Awards

- Dean's List - 2017, 2019

SKILLS

- Financial Modeling
- ERP Technology
- Critical Thinking
- Problem Solving
- Presentations
- Financial Statements
- Data Analytics

ACTIVITIES

- Fullerton Soccer Club Assistant Coach
- Community Center Volunteer Economics Teacher