

Jenna Lopez

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Career Objectives

Highly motivated and organized businesswoman looking for fast-paced entry-level position where I may contribute my education and experience with business and financial analysis and develop efficient systems. Filing a vacancy for Proctor & Gamble.

Education

- Miami University – Bachelor’s Degree- Business- Graduation Date: December 2021
- Associate’s Degree- Business Management- Graduation Date: May 2021
- Dean’s List 2018-2021, Cum Laude Distinction
- Completed 10-week DOE Internship June 2020
- Completed Kaufman FastTrac Entrepreneurial Class April 2017
- Completed SBA Microenterprise Class August 2017
- Completed 10-week DOE Internship June 2008
- Graduated Ross Senior High School May 2007

Professional Experience

Lake Murray Yacht Tours, LLC – Aiken, SC

2018 – Present

Accountant

Provide professional accounting services from collecting and analyzing the company’s financial data, maintaining financial reporting and ensuring proper recording of operations required to the financial workflow, to tax preparation, budgeting and planning.

- Conduct all financial reporting and accounting functions and ensure compliance with accounting principles, policies and external audits
- Prepare accurate and timely financial reports of company expenditures
- Review and analyze the balance sheet, income statement, cashflow statements and variance narratives
- Examine and interpret account records, compile financial information, reconcile accounting reports and financial data

- Perform process analysis and communicate recommendations to management
- Adhere to appropriate controls and regulations, maintaining ethical conduct at all times

Hanover Reserve Wedding & Event Venue – Oxford, OH

2019 - Present

Accountant

Provide professional accounting services and assist with the planning, securing financing, and creating all financial statements with current and future forecasted financial data. Ensure timely and accurate reporting of all financial activity and provide valuable analysis to management.

- Conduct all financial reporting and accounting functions and ensure compliance with accounting principles, policies, ethics, and external audits
- Maintain up-to-date “real time” documentation of all company financial processes as they occur to provide accurate and timely snapshots of company financial data during construction
- Prepare accurate and timely financial reports of company expenditures
- Review and analyze the balance sheet, income statement, cashflow statements and variance narratives as well as incoming costs that arise as result of start-up
- Communicate results and recommendations to management from analyses as needed
- Process, examine, and certify administration receipts and disbursements

Burlap Creations – Shandon, OH

2012 - 2017

Warehouse Manager/Accountant

Produce invoices, journal entry, and reporting on a daily basis. Support the month end close financial statement, review and analysis. Support establishment of budgets and external financial audit activities. Oversee and record inventory records, manage accounts receivable/payable.

- Manage consolidated financial statements
- Verify, create, & document daily invoices and enter into accounting program weekly
- Ensure accuracy and validity of contracts, requisitions, and changing orders.
- Collect, manage, and reconcile all accounts receivable & payable
- Support monthly reporting package with comprehensive analysis
- Build relationship with vendors & service providers, reviewing and negotiating contracts for savings where possible
- Manage inventory counts and recording & assist with product re-order

Additional Skills

8+ years corporate accounting experience

Detail oriented & highly analytical

Specialized knowledge of accounting & business practices

Proficient in Microsoft Office programs

Strong adherence to client confidentiality & ethics

Experience with financial reporting & accounting- Income Statements, Balance Sheets, P&L Calculations, Ledgers & Journal

References

- Ms. Susan McGahee- 803-952-7876- Augusta, Georgia – susan.mcgahee.@srs.gov
- Mr. Steven Feldmann- 513-885-3987- Hamilton, OH- feldmasm@miamioh.edu
- Ms. Monticha Sompolvorachai- 513-785-7714- Hamilton, OH- sompolm@miamioh.edu
- Mrs. Melanie Barnes – 513-368-8884 – Hamilton, OH – hanoverreserve@yahoo.com
- Mrs. Amy Brossart- 513-863-1252- Hamilton, OH- amy.brossart@rossrams.com
- Ms. Ally Murphy- Hamilton, OH – murphal2@miamioh.edu
- Mrs. Shannon Smith- Hamilton, OH- smithsd@miamioh.edu
- Mr. Brian Anderson – 843-371-7994- Charleston, SC