

Kathryn Aguilar

◆ 8855 W. Katie Ave. • Las Vegas, NV 89147 • 702- 572-0026 • kaguilar1015@gmail.com

Objective

Looking for a position in administration, where I may utilize my strong ability to learn new systems and procedures.

Profile

Motivated, personable business professional. Ability to always act with care and confidentiality in the performance of tasks. Highly developed interpersonal skills and excellent written communication skills. Ability to create a variety of correspondence documents, arrange travel, coordinate schedules, and create meetings. Proficient in MS Office and Alpha-LAN. Trained in MAS 200, and QuickBooks for accounting purposes. Flexible and versatile with excellent team management/player skills and ability to build productive relationships.

Skills Summary

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|-------------------------------|------------------------------------|-------------------|
| ◆ Written Correspondence | ◆ Front-Office Operations | ◆ HR background |
| ◆ General Office Skills | ◆ Contract Management & Data Entry | ◆ Accounting |
| ◆ Meeting/Travel Coordination | ◆ Records & Database Management | ◆ MS Office |
| ◆ Bookkeeping | ◆ Investment Project Management | ◆ Typing & 10-key |

Professional Experience

OFFICE MANAGEMENT/PROJECT MANAGEMENT

- ◆ Maintained office and general office duties for an investment consulting company, including LLC filing and compliance with all State guidelines
- ◆ Hired and scouted employees for various projects, maintain HR records and payroll records for each prior and current employee
- ◆ Maintain and update all project files, investor files and personnel files
- ◆ Responsible for all bookkeeping and accounting files and updating procedures for manuals
- ◆ Manual creation for general office procedures and employee guides, specific to company
- ◆ Open and available to all jobs and responsibilities that the Manager of company may need at anytime
- ◆ Coordinate travel plans; booking flights, car reservations, meeting/convention reservations
- ◆ Create and organize meetings for management/staff
- ◆ Ensure accurate project startup and account creation for all new and prospective entities
- ◆ Complete all required tasks for each new and additional projects, as well as provide team management and direction to ensure project completion in a timely and efficient manner
- ◆ Research and develop new ideas and procedures for all projects to ensure efficiency
- ◆ Audit all incoming invoices for accuracy and cost management; create electronic files for vendors
- ◆ Create and maintain confidential records
- ◆ Contract Management process: includes running request for proposal (RFP) from start to contract completion
- ◆ Create and establish professional relationships for business purposes
- ◆ Provided HR support for multiple employees
- ◆ Efficient in OSHA and SCATS regulations and classes

OFFICE ADMINISTRATION

- ◆ Oversee front-office operations and provide impeccable client service
- ◆ Ability to multitask
- ◆ Handle confidential financial and personal information appropriately
- ◆ Perform routine clerical, accounting, and administrative work
- ◆ Maintain office supplies by checking stock to determine inventory level, anticipating needed supplies

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- ◆ Assist with reconciliation of accounts payable monthly statements and invoices, as needed
- ◆ Trained for 6 months in Claims Management; reviewed, updated, and processed claims pertaining to automobile insurance accidents
- ◆ Perform filing, data management, drafting and editing short office memos
- ◆ Answer telephone inquiries from customers and employees
- ◆ Assist other departments with data entry and report generation as needed and on call
- ◆ Balance daily deposits and report necessary information
- ◆ Research and communicate all customer service complaints/requests
 - ◆ Create audit reports for credit cards, refunds, and any fraud complaints on a needed basis
 - ◆ Provide exceptional customer service to all customers in a timely manner
 - ◆ Maintain all records and reports to accurately track all monies processed
 - ◆ Assist in the maintenance of all employee requests and inquiries
- ◆ Contract tracking and general maintenance of existing contracts
- ◆ Data entry for accounting tracking as well as new or existing contracts and vendors
- ◆ Vendor management
- ◆ Purchasing processes

PAYROLL ADMINISTRATION

- ◆ Processed bi-weekly in-house payroll for approximately 300+ employees using MAS 200 payroll system
- ◆ Processed timecards for 30+ employees and submitted for payroll distribution
- ◆ Audit and review the payroll
- ◆ Monitored, reviewed, and edited payroll for accuracy
- ◆ Answered questions and resolved problems regarding payroll, insurance deductions, paid wages/tips, etc.
- ◆ Verified accuracy of payroll and made corrections and reconciliations as needed
- ◆ Organized and maintained payroll records for all employees
- ◆ Reconciled and all voluntary and involuntary deductions
- ◆ Assist in tax preparation for 100+ clients
- ◆ Provided payroll resources support

DATA ENTRY CLERK/INTERNAL QUALITY AUDITOR

- ◆ Compare data with source documents, re-enter verified data as needed
- ◆ Compile, sort and verify the accuracy of data before it is entered
- ◆ Locate and correct data entry errors, and/or report as needed to supervisors
- ◆ Assist with the maintenance of the credit card transaction program
- ◆ Review credit card receipts/transactions pertaining to customer charge dispute
- ◆ Created databases and spreadsheets that improved receipt tracking management and reporting accuracy

Employment History

COLORADO RIVER COMMISSION OF NEVADA
Administrative Assistant IV, 2017 - Present

SUNBELT X PROPERTIES
Office Manager/Payroll Administrator, 2013-2017

NELLIS CAB COMPANY – Las Vegas, NV
Administrative Assistant/Payroll Administrator, 2006 to 2012

Education

WESTERN GOVERNOR'S UNIVERSITY – REMOTE
Focus on Business Management, 2019-Present

PALO VERDE HIGH SCHOOL – LAS VEGAS, NV
Diploma, 2003