

LAUREN ACOSTA

Accounting and Finance

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OBJECTIVE

Seasoned professional with a decade of experience in the accounting sector, mastery in ERP and KPI systems, alongside fluency in various Microsoft Office applications, GAAP rules, and account processes and procedures. Nearing the end of senior year as an undergraduate in Accounting at SNHU. Equipped with both practical experience and current academic insights. Seeking opportunities to apply this robust ability in accounting and finance positions.

EDUCATION

Bachelor of Science in Accounting
Southern New Hampshire University | Remote

Expected: April 2025

Associates of Science in Accounting
Southern New Hampshire University | Remote

Expected: April 2024

- GPA: 3.905
- Online coursework
- Presidential List (4 terms)
- Honor Roll (11 terms)

Undergraduate Coursework, 2002-2003, 2012-2013, & 2017-2018
Odessa College | Odessa, TX

Undergraduate Coursework, 2003-2004
Sul Ross State University | Alpine, TX

COURSEWORK

- Microeconomics
- Managing and Leading in Business
- Applied Statistics
- Applied Marketing Strategies
- Business Law 1
- Macroeconomics
- Intermediate Accounting 1 and 2
- Global Dimensions in Business
- Critical Business Skills for Success
- Accounting Information Systems
- Principles of Finance
- People, Planet, and Profit
- Financial Statement Analysis/ Business Valuation
- Diversity
- Federal Taxation 1
- Cost Accounting
- Advanced Accounting
- Controllership
- Driving Business Opportunities
- Volunteer Income Tax Assist
- Data Analytics for Financial Professionals
- Leadership and Team Building
- Auditing (Current Term January 2025-March 2025)
- Experiential Learning for Accountants (Current Term January 2025-March 2025)

RELATED EXPERIENCE

2nd Internship – PARD Auditor Intern
Guidewell / Novitas Solutions | Remote

Oct 2024 – Jan 2025

- Trained on Provider Medicare filings
- Successfully complete all Skilled Nursing Facility Desk Reviews (8 Total)
- Successfully work through Psych Hospital Desk Review (1 Total)
- Review CMS manuals, Code of Federal Regulations, internal policies, and procedures, prior work papers and templates.

1st Internship – PARD Auditor Intern
Guidewell / Novitas Solutions | Remote

July 2025 – Feb 2025

- Continue training on Provider Medicare filings
- Successfully complete all Skilled Nursing Facility Desk Reviews (2 Total)
- Review CMS manuals, Code of Federal Regulations, internal policies and procedures, prior work papers and templates.
- Complete Capstone project
- Present Capstone project to senior management

Jr. Accountant/Office Manager
Intelligent Wellhead Systems | Midland, TX

Nov 2022 – Feb 2023

- AP Invoice data entry into accounting system
- Set up AP check runs.
- Coordinate approvals for vendor invoices for payment processing.
- Monitor AP email for correspondence from vendors and approving managers.
- Support office and field office personnel.
- Manage office supplies and order placements.
- Contributed to month-end reconciliations for period close-out and ad hoc reports.

Accounts Receivable Specialist
Engine Service & Supply Co. | Odessa, TX

Aug 2016 – March 2022

Assigned AR Tasks

- Monitor AR email for correspondence from customers and other third-party clients.
- Daily AR funds received posted to proper accounts in ERP system and reconciliation. (ACH, Paper Check, & Cash Funds)
- Daily credit card payment batch processing in ERP system.
- Weekly collection calls on past due customer accounts.
- Keep 'days in receivables' below 10% target.
- Process Month-End Batching for accounting department.
- Processed Sales & Use Tax filings each month for Texas and New Mexico.
- Facilitate credit checks and compile research on potential credit account customers.

Additional Workloads

- Bi-weekly payroll preparation, processing, and coordinating tax payments made for hourly and salary employees.
- Managed Employee Benefits (401(k) & POP Cafeteria Plan)
- Process AP invoices and check runs.
- Journal Entries.
- Month-End bank reconciliations (Multiple types of accounts)
- Aided third party safety consultants in keeping companies' safety sites up to date and handbooks distributed.
- Onboard new hires.
- Cross-trained in all other areas of accounting department.
- Aid in preparing quarter and year-end tax filings.

OTHER EXPERIENCE

Administrative Assistant
TMG Operating/ Sentinel Fuel Services LLC | Midland, TX

May 2022 – Sep 2022

- Assisted Start-up company with "Launch" phase.
- Initiated supplier connections, secured equipment and supplies for operations, and organized paperwork for bookkeeping.
- Created agenda notes for daily and weekly meetings.
- Reviewed and recommended accounting software packages.
- Researched tax law surrounding fuel sales and state taxes for operations.

- Sourced new hires and created job descriptions and/or duties for various positions.
- Helped in creating workflows for department coordination.
- Compiled bookkeeping information and data in bookkeeping software.

Administrative Assistant
Permian Anchors | Odessa, TX

Feb 2013 - June 2015

- Answer and direct phone calls.
- Create and process invoices for two businesses.
- Onboard new hires.
- Semi-monthly payroll preparation, processing and coordinating tax payments made for hourly and salary employees.
- Coordinate purchase order system and approvals.
- Aid in dispatching drivers.
- Accounts payable duties.
- Accounts receivable duties.
- Order office supplies and safety equipment.
- Process and file sales and use taxes for Texas and New Mexico.

References

Cherie Anderson, Manager at Engine Service & Supply Co. (432)664-0194

Diana Valenzia, HR at Intelligent Wellhead Systems (432)553-7013

Jolee Locke, Manager at TMG Operating (432)664-6766.

Monica Sanchez, Co-Worker at Engine Service & Supply Co. (432)413-9792