
PROFESSIONAL SUMMARY

An accounting professional with years of experience in accounting procedures and auditing to support hospitality and eCommerce businesses as well as Non-Government Organizations. Currently seeking a remote accounting or auditing position where my extensive experience as a full charge bookkeeper will be of value both to perform core bookkeeping and accounting functions and also to enhance business processes.

QUALIFICATIONS

AUDITING	QUICKBOOKS	ECOMMERCE SALES	MICROSOFT SUITE
AP/AR	PAYROLL	GENERAL LEDGER	BUDGET & BILLING
FINANCIAL	BANK	INVOICES & SALES TAX	VENDOR COMMUNICATION
STATEMENTS	RECONCILIATION	INVENTORY CODING	TRANSFERS & PAYMENTS

PROFESSIONAL OVERVIEW

Co-Founder & General Manager

2022 - 2024

Pablo Diaz Carballo Conceptual Art Studio LLC - St. Marys, Kansas, USA

- Co-Founder and general manager of “Pablo Diaz Carballo, LLC”, a conceptual art studio focused on developing painting and conceptual art projects in the USA and abroad.
- Managed projects with Ana Fiorella of Arts KC, from the Now Showing Program.
- Oversaw budget and expenses, ensuring compliance with sponsor funding, commissions, and sales guidelines.
- Developed the online store on the Art Studio website.
- Implemented processes to ensure compliance with logistical and fiscal control requirements. Aligned budgets with company priorities.

Contract Auditor

2020 - 2022

Arete LLC, an eCommerce Retail Business - St. Marys, Kansas, USA

- Contract auditor for Arete LLC, Rafa Enterprises LLC, Rafa Holdings LLC, and Natural Choice Company LLC.
- Classified and processed sales, purchases, receipts, deposits, and credit card transactions for web-based retail business selling natural products.

Staff Accountant

2018

Vertice NV (Clarion Hotel, World Trade Center Curacao, Caribbean International University) - Curacao, Willemstad, Netherlands Antilles

- Worked with a team of accountants for the Clarion Hotel.
- Classified and processed accounting transactions for hotel operations, sales, and expenses.
- Performed cost accounting processes, as well as generated balance sheets, profit and loss statements, and statements of cash flow.

Co-Founder & General Manager

2016 - 2019

Ideo Arte Curacao - Willemstad, Netherlands Antilles

- Co-Founder and General Manager of Ideo Arte Curacao, a Non-Governmental Organization focused on developing conceptual art projects for Catholic schools, serving 300 students in the Netherlands Antilles.
- Managed projects with Bishop Luis Antonio Secco, sponsor for the Bishopric cultural programs.
- Oversaw Ideo Arte's budget and expenses, ensuring compliance with sponsor-funding guidelines.
- Implemented processes to ensure compliance with logistical and fiscal control requirements. Aligned budgets with company priorities.

Contract Manager & Auditor

2000 - 2014

Ideo Arte AC - Caracas, Venezuela

- Reviewed, assessed, identified, and corrected discrepancies with general ledger, accounts payable/receivable, and payroll.
- Provided detailed review and analysis aimed at optimizing accounting processes for businesses.
- Ensured accuracy for budget, purchasing, assets, and other operating expenses.

Co-Founder, Vice-President, and General Manager

2000 - 2014

Ideo Arte AC - Caracas, Venezuela

- Served as Vice-President and General Manager of Ideo Arte AC, a Non-Governmental Organization focused on developing conceptual art projects for Catholic schools, serving 4,620 students.
- Managed staff payment methods and fee calculations.
- Oversaw Ideo Arte's budget and expenses, ensuring compliance with sponsor-funding guidelines.
- Implemented processes to ensure compliance with logistical and fiscal control requirements. Aligned budgets with company priorities.

EDUCATION/OCCUPATIONAL TRAINING

Senior Technician Certificate, Accounting Center, Venezuela	1998-2000
eCommerce for Business Certificate, Metropolitan University of Caracas, Venezuela	2003
Business Plan and Business Loans Certificate, Spark Igniting Entrepreneurship in partnership with Kansas State University, Manhattan, Kansas	2023

SOFTWARE PROFICIENCIES

Intuit Quickbooks Enterprise Solutions Inventory & Payroll systems.

Web Sales Tools: Shopify, Square, Stripe.com, Commerce Sync.

Microsoft 365 Suite: Excel, Word, Outlook, PowerPoint.