

**MARIA EMILIA OLIVEIRA**

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**STAFF ACCOUNTANT**

**PROFILE**

Accomplished management professional with over 20 years of accounting and bookkeeping experience, with excellent customer service skills. Initiative-taking team-player with outstanding work ethics and a positive attitude.

**CORE COMPETENCIES**

- ❖ Critical thinker with active listening skills
- ❖ Outstanding time & conflict management skills
- ❖ Able to make sound judgments and decisions.
- ❖ Credible international work experience
- ❖ Meticulous and detail oriented.
- ❖ Direct and supervise lower-level staff
- ❖ Committed to achieving on the job excellence

**EDUCATION**

**B.S.** Business Administration with focus in Accounting      University of Hawaii  
West Oahu, HI (Jul/2012)

**LICENSE & TRAINING**

- ❖ Entrepreneurship Certificate
- ❖ Income Tax Certificate
- ❖ ADP Payroll System
- ❖ H&R Block Income Tax Training
- ❖ Payroll Certificate
- ❖ QuickBooks Proficiency

**PROFESSIONAL EXPERIENCE**

**International Elite Services LLC (as self-employed)      Las Vegas, NV**

**07/2019 – Present**

Help clients to improve their financial position, enhance their internal processes and procedures, streamline their accounting protocols. Perform bookkeeping services. Prepare Financial Reports. Collaborate with internal and external audits procedures.

**Trend Travel USA and  
VHC Hospitality LLC  
01/2016 – 03/2019**

***Accountant Manager***

**Orlando, FL**

Managed and oversaw the daily operations of the accounting department including month and end-year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue, and expenditure variance analysis, check runs. Monitored and analyzed accounting data and produced financial reports or statements. Established and enforced proper accounting methods, policies, and principles. Coordinated internal and external audits. Improved systems and procedures and initiated corrective actions. Assigned projects and direct staff to ensure compliance and accuracy. Met financial accounting objectives. Established and maintained fiscal files and records to document transactions.

**P & E Vacations Inc.  
09/2013 – 12/2015**

***Senior Staff Accountant***

**Orlando, FL**

Responsible for all aspects of accounts payable, accounts receivable, petty cash and payroll. Issued invoices and credit notes, investigated, and resolved queries relating to invoices. Reconciled the bank and credit cards statements. Allocated incoming and expenses onto the ledger. Accuse administration as and when required.

**USA Tax Consulting Inc.  
02/2013 – 08/2013**

***Senior Staff Accountant***

**Orlando, FL**

Performed all aspects of bookkeeping services for different clients. Ensured the accuracy of accounts by following rigorous rules and regulations. Prepared and maintained client's documentation (Local, State and Federal). Prevented, rectified, and reported eventual discrepancies made while recording, posting in, or balancing any account. Reconciled all accounts periodically. Provided customer service to resolve customer queries. Verified those transactions complied with financial policies and procedures, according to GAAP.

**From Jul/94 to Dec/2012 worked as accounting assistant in Miami, FL and Honolulu, HI, performing all accounting functions, such as, A/P, A/R, Bank Reconciliation, Payroll, etc.**

#### **ADDITIONAL SKILLS**

Fluent in Portuguese and Intermediate in Spanish.

Proficient in the use of computerized accounting systems, including QuickBooks, and Microsoft Office (Word, Excel, PowerPoint, Outlook).

Earned financing for education while maintaining a 3.6 GPA in college.

Abroad accounting work experience.