




MARI


PAMPLONA

VIRTUAL ASSISTANT

CONTACT ME AT

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PERSONAL PROFILE

With 6 years of experience as a Professional Accountant, I am currently seeking new challenges. I am a tech-savvy problem solver whom you can rely on. Additionally, I possess strong skills in both team-based and independent work, and I approach new opportunities with enthusiasm.

WORK EXPERIENCE

Freelance Virtual Assistant

- Publish job advertisement and correspond with job seekers.
- Implement and manage a Google Sheet for monitoring purposes.

Freelance Bookkeeper

COMMUNITY ANESTHESIA SERVICES LLC

- Performing account reconciliation and constructing a chart of accounts.
- Reviewing and updating business ledgers and financial statements.

TECHNICAL SKILLS

- Certified Quickbooks Pro Advisor
- Certified Bookkeeper Exam Passer by National Institute of Accounting Technician
- Microsoft Office
- Quickbooks
- Email Management
- Lead Generation
- Social Media Management