**AMY JIMENEZ**

South Gate, CA 90280 | Phone: 562-299-2590 | Email: Lorenas.contact@gmail.com

**Education & License**

**(Art 2012)**Santa Monica College — 1900 Pico Blvd, Santa Monica, CA 90405

College Certification: Art History 1, Design 1, Figure Drawing 1, Beginning Oil Painting, Contemporary Art Theory and Practice, Sculpture Fundamentals

Art Programs: Procreate, Adobe Photoshop and illustration

**(Accounting 2018)**East Los Angeles College — 1301 Avenida Cesar Chavez, Monterey Park Ca 91754

 College Certification: Intro Accounting 1, Intro Accounting 2, Bookkeeping and Accounting 1 & 2

Software Certification: QuickBooks Online ProAdvisor(2019)

License: Notary Public(2021)

Certifications *in progress*: QuickBooks Online Advance, QuickBooks Desktop, Xero

**Experience In Art**

CARTOON INK - Caricature Artists, 1/2018 to Current

Self Freelancing Caricaturist in performing live traditional caricature drawings at all over Southern California and Miami Florida. Events include Bar Mitzvah, Weddings, Corporate Events, Parties, and Anniversaries. *Responsibilities*:

· Work in a fast paced environment to complete Caricature drawings for color headshot 7-8 people per hour and black/white headshot 16-18 people per hour.

· Covered with Liability insurance.

· Be in communication with my clients and respond to additional inquiries from the beginning till the end of the event.

· Complete commission work. Clients request Caricature illustrations and include animated work.

FUSION DESIGNS - Caricature Artists, 5/2013 to 12/2017

Employed with a small agency to travel within the United States and perform live traditional caricature drawings at Wizard World Comic Cons. *Responsibilities*:

· Upsell guests in getting a caricature drawing, drawing black/white or color. Headshot drawings or full body.

· Work in a fast paced environment to complete Caricature illustrations.

·Set up the booth where we’re stationed, getting our chairs, tables, and supplies ready.

·Ringing up customers at the register.

·Working with a team of artists and delegating the customers line control.

**Experience In Accounting**

IRBUSINESS, INC — 3520 E 1st St, Los Angeles, CA 90063 | 1/2018 to Present

Accounts Receivable, 5/2019 Present

In-house Bookkeeping. 7/2022 Present

Bookkeeper, 3/2018 to 7/2022

Office Assistant, 1/2018 to 2/2018

Provided assistance where necessary across the office and managed administrative office operations. Promoted to manage bookkeeping functions for our growing business. *Responsibilities:*

· 1/30/21 Notary Public - Received my license for notary services.

· Application for California Seller's Permit, LA City Business License, Health Permit, and Itin Renewals.

· 1/1/2020 - Developed training protocol and hired an assistant to maintain monthly transactions and reconciliation for all our clients. Communicated in developing smoother transitions in our bookkeeping workflow.

· 5/2019 Accounts Receivable - Regularly collect outstanding customer balances, maintaining a clean Accounts Receivable aging report. Record weekly invoices, sales receipts along with maintaining files of paid/unpaid invoices.

· Bookkeeper - Worked over 40 regular clients full cycle bookkeeping including daily transaction entry, journal entries, reconciliation using Quickbooks Desktop and began to transition them to Quickbooks Online software. Variety businesses such as restaurants, construction, freelancers, insurances, preschools, mechanics.

· Sales tax - Quarterly and annual sales tax filings for most of our bookkeeping clients, monitoring their open balances and processing their payments through the CDTFA web.

MURPHY, MURPHY & MURPHY, CPAs’(Pod 1) — 5665 Plaza Dr, Cypress, CA 90630 | 08/2021 to 01/2022

Full Charge Bookkeeper

Joined another CPA firm to assist in their growing bookkeeping client tell. Following the GAAP regulation and protocols. *Responsibilities*:

· Maintains subsidiary accounts by verifying, allocating, and posting transactions

· Maintains general ledger by transferring subsidiary account summaries

· Balances general ledger by preparing a trial balance; reconciles entries

· Prepares financial reports by collecting, analyzing, and summarizing account information and trends

IRSERVICES — 3520 E 1st St, Los Angeles CA 90063 | 1/2017 to 12/2017

Administrative Work

Performed administrative office functions in a tax office with over thousands of clienteles, including front desk attending clients, answering and directing phone calls, faxing, scanning, emails, and filing. Voluntarily asked for additional work. *Responsibilities were:*

· Interviewing 1040 clients in person and gathering all their information to pass along to our tax preparers. Following the EIC regulation..

· Data entry for Rightway Tax Software, inputting every tax form. Data entry for QuickBooks desktop, entering all the invoices & sales receipts, creating bank deposits from our POS system, bank and petty cash reconciliation, data entry for cash receipts.

 **Reference will be given upon request**