**Luisa Salazar-Rubio**

Montclair, CA 91763 mrsvrubio@aol.com (323) 707-5356

Experienced professional seeking to fill a Full-Time position in the Administrative Clerical Field which offers opportunity on a long-term Career, Personal Growth where I may utilize my years of experience and skills.

WORK EXPERIENCE

# Office Assistant/Accounts Receivable

Fittings That Fit, Inc. – March 2019 – Present

* Invoicing, Accounting (AR and AP), Credit Collections, Inventory Receiving, Production Material Control,

Purchasing, Credit Card Processing.

* Process vendors purchase orders, freight, expense statements, coding for appropriate documentation and approval prior to payment.

* Follow up with shipping and receiving relating to paperwork and or any documents, communicating and resolving vendors and customer service needs.

* Process Accounts and payments accordingly, post payments and ensure AR is balanced daily.
* Month End and close outs.

* Compile financial information to prepare entries to accounts, such as general ledgers, journals and other business transactions.

# Accounts Payable Assistant

Patton’s Corporate Sales – January 2018 toJune 2018

* Process match invoices with purchase order receipts and packing slips of merchandise, verify products, prices, weight, dimensions and quantities.

* Insure appropriate general ledger account numbers and post daily, quote expenses, billing discrepancies, reconcile statements, check for proof of deliveries, run journal reports, post invoices and expenses.

* Follow up with shipping and receiving relating paperwork and or any documents and communication with vendors at all times.

* Match checks with invoices verifying vendors information with invoice number, amount, date and discounts.

# Administrative Billing Clerk

Inland Valley Recovery Services - March 2016 to December 2017

* Data Entry, opening & closing daily client files for Inpatient, Outpatient & Residential into San Bernardino County Department of Behavioral health, Drug & Alcohol program.

* Worked with various funding for clients, DCFS, Medi-Cal, Financial Assistance, Private Insurance & AB109.

* Billing, Reconciliation & Audits maintaining accurate monthly billing for Director of Finance, Maintain & oversee attendance/sign in sheets for accuracy in billing services.

# Court Service Administrative Assistant II

LA Superior Court - February 1990 to February 2016

* Worked as Cashier, performed Customer Service, Audits, Data Entry, Custody case document preparation for Court hearings, tracking detained clients, preparing court files and calendaring, worked Custody courtroom with traffic, Misdemeanor and felony cases.

* Worked independently with high proficiency using Microsoft word, Excel, PowerPoint, Court Computer system, DMV access and other Liaison agency systems.

* Ability to understand, interpret, respond to internal and external customer needs & expectations.

* Acted as Sales assistant, receiving payments and maintaining reports, accounts receivable & payables..

**EDUCATION/CERTICATIONS/LICENSES**

**California Computer Schools**

Intensified Software Training

QuickBooks and MS Excel

**Certificate in Multi-Clerical Administrative** East LA Skills & Trade Ctr.

**First Aid CPR AED**

Adult and Pediatric First Aid/CPR/AED

**Inland Valley Recovery Service certificates & trainings**

* Medical Necessity and DSM-IVTR and the DSM-V
* HIPPA Training
* California Code of Regulations Title 22 Drug Medical

**ADDITIONAL INFORMATION**

Skills & Abilities

* Knowledge of Administrative Assistant & Clerical Office in practices & procedures.

* Data Entry with speed & accuracy, Strong communication Skills, Computer terminals using word processing, spreadsheets and other business software, typing skills, Basic Communication methods and techniques, Multitasking including answering phones and etiquette.

* Customer Service, Billing, Audits & Reconciliation, Sales Assistant, Telemarketing, Record Keeping, Accounts payable/receiving, Budgets & maintaining revenue, Filing and purchasing, invoicing practices and procedures. Supervised and Managed General Office.

* Bilingual