

GEORGINA TAVAREZ

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SUMMARY OF QUALIFICATIONS

- Bi-literate in English and Spanish.
- Extensive experience with Microsoft Office-Word, Excel, PowerPoint, and Outlook.
- Operated Peachtree, QuickBooks, Fishbowl, Lacerte, Enertia, and 21st Accounting.
- More than 6 years of office/bookkeeping experience in the oil and gas industry, and 1 year in public accounting.

EDUCATION

The University of Texas at San Antonio

CPA Eligible Fall 2017

Bachelor of Business Administration in Accounting

EXPERIENCE

Weaver and Tidwell

Auditor II

Midland, Texas

January 2016-Present

- Prepared monthly compilations and financial statements for clients.
- Processes bookkeeping, and cleaning of the books for some of the clients.
- Performed greatly in special projects, based on client specific needs.
- Prepare audit work papers, and analyze data from client.

Debra Bachleda, CPA

Staff Accountant/Bookkeeper

San Antonio, Texas

June 2014-August 2015

- Reconcile and analyze monthly bank statements for several different industry businesses.
- Processes payroll for some of the clients, according to their needs.
- Record accounts payable and accounts receivable for the clients.
- Prepare personal tax returns, and process in Lacerte tax preparation software.

Reliable Transport

Administrative Assistant

Odessa, Texas

June 2012-August 2013

- Reconciled and analyzed monthly bank statements for amounts up to \$1 M.
- Processed payroll for 60 employees, and 10 leased operators.
- Administered accounts payable and accounts receivable.
- Facilitated drug test results, and Texas State permit paperwork for contracted safety consultant.
- Oversaw human resources, and DOT truck files to assure proper maintenance of fleet.

3H Trucking, LLC

Office Manager

Odessa, Texas

April 2011-May 2012

- Prepared and processed quarterly taxes and 941's.
- Processed payroll for approximately \$100K weekly and reviewed hours to verify.
- Coordinated truck and trailer inventory to be in compliance with state regulations.
- Prepared expense spreadsheets by jobs and location paperwork as requested by CPA.

ACTIVITIES AND HONORS

- Beta Alpha Psi, UTSA (Honors Fraternity for Accounting Major) Spring 2014
- Habitat for Humanity San Antonio, TX January 2014 to Dec 2015
- United to Serve San Antonio, TX January 2014 to Dec 2015
- Ronald McDonald House San Antonio, TX January 2015 to Dec 2015
- People to People Ambassador-Alumni June 2008
- COB Immersion–Australia /New Zealand San Antonio, TX Summer 2015
- Make Midland Beautiful Odessa, TX Fall 2016