**CHRISTINA DOMINGUEZ**

**9446 Barnstead Lane, Port Richey, Florida 34668 | C: 727-271-2054 | dominguez1964@yahoo.com**

 **OBJECTIVE**

 Accounts Payable Associate for a non-profit organization for over 19 years in a team oriented environment.
 Considering the idea of a possible career change utilizing my work ethics and life experiences acquired from my work history. Looking to obtain a career with a company that will offer growth as well as stability.

 **KEY SKILLS**

* Excellent customer service, written, verbal and organizational skills, accurate 10 key by touch and
strong attention to detail.
* Self-starter, capable of working autonomously, ability to multi-task, meets timelines and a total team player.
* High volume data entry/batch posting, experience with Microsoft Office software applications.

 **EXPERIENCE**

**Accounts Payable/ Fiscal Associate 07/1997 to 01/2017**
**Youth and Family Alternatives, Inc. New Port Richey, Florida**

* Accounts Payable/Fiscal Associate duties include entering bills received into accounting system, assist with the auditing and entering of employee expense reports.
* Set up and process weekly check runs as well as schedule EFT payments for vendors and employees for
their expense report reimbursements.
* Maintain open and paid vendor invoice files, audit aging reports on a weekly basis, contact vendors with
any invoice discrepancies while keeping customer service a priority, heavy clerical responsibilities daily.
* Reconcile Petty cash accounts, agency's office supply account and assist with Corporate VISA account
processes and anything else as needed to support the department.

**Accounts Payable Clerk 06/1994 to 05/1997**
**Compulink Cable Assemblies, Inc. Saint Petersburg, Florida**

* Accounts Payable duties included entering bills received into accounting system, set up and process
weekly vendor check runs, freight bill research, maintained open and paid vendor invoice files, audited
open invoice reports on a weekly basis and anything else as needed to support the department.

**Assistant Manager 05/1989 to 03/1993**
**SRF Personnel, Inc. d/b/a Champions Point Apts. Largo, Florida**

* Responsible for leasing apartments, performing back ground checks and writing up contractual lease
paperwork for new residents.
* Performed accounts payable duties, data entry, clerical responsibilities as well as accounts receivable
duties by collecting security deposits, rent payments and making daily bank deposits.
* Assisted the Property Manager when needed, helped plan and coordinate Resident Community Functions
and Events.
* Maintained 100% occupancy as well as customer satisfaction.

**Assistant Manager 01/1989 to 05/1989**
**Johnstown Management d/b/a Breakers on the Bay Apts. Clearwater, Florida**

* Responsible for leasing apartments, performing back ground checks and writing up contractual lease
paperwork for new residents.
* Processed demographic market studies using leasing data.
* Performed accounts payable duties, data entry, clerical responsibilities as well as accounts receivable
duties by collecting security deposits, rent payments and making daily bank deposits.
* Assisted the Property Manager when needed, helped plan and coordinate Resident Community Functions
and Events.

**Leasing Agent /Assistant Manager 08/1985 to 12/1988**
**Johnstown Management/ Southmark Mgt. d/b/a River Gardens Apts. Tampa, Florida**

* Hired Aug-85 as a Leasing Agent responsible for leasing apartments, performing back ground checks
and writing up contractual lease paperwork for new residents.
* July-86 promoted to Assistant Manager.
* In addition to leasing apartments, performed accounts payable duties, data entry, clerical responsibilities
as well as accounts receivable duties by collecting security deposits, rent payments and making daily bank
deposits.
* Assisted the Property Manager when needed, helped plan and coordinate Resident Community Functions
and Events.
* Maintained 100% occupancy as well as customer satisfaction.

**Breakfast Coordinator/ Customer Service Team Member 12/1982 to 08/1985**
**David Industries d/b/a McDonalds Tarpon Springs, Florida**

* Responsible for all opening operations.
* Managed morning crew of 5 Team Members executing fast accurate service to customers.
* Handled all customer service needs and resolved any issues to maintain customer satisfaction.

 **References available upon request.**