

BRYAN DIAZ

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SUMMARY

Detail-oriented bookkeeper with strong technical proficiency and commitment to accurate record keeping for 3+ years. Establish an audit-approved environment to efficiently amend abrupt dilemmas, including employee payroll and customer store receipts. Flexible responsibilities while remaining under a stringent deadline, namely supplementary managerial duties.

WORK EXPERIENCE

Ralph's, La Crescenta, CA 91214
Store Office/Admin Support

September 2022 – Current

- Assure management by contributing relevant accounting reports and forms, notably employee labor hours.
- Perform daily accounting procedures needed to balance its over fifteen register stations storewide.
- Maintain internal accounting control systems and financial records to ensure accurate information for yearly audits.

Ralph's, Pasadena, CA 91101
Courtesy Clerk

December 2016 – August 2022

- Manage and confers with co-workers to improve attitudes and moods during operating times: 5 a.m. to 1 a.m.
- Direct and answer over twenty-five customers every week to key resources or personnel to amend customer issues.
- Began to mentor and train newly hired courtesy clerks, delivering guidance to five recruits and more inbound.
- Analyze storefronts for lost or misplaced items, returning over fifty products and carts to proper locations weekly.

EDUCATION

California State University, Fullerton | Fullerton, CA 92831
Bachelor of Arts in Business Administration - Accounting & Finance
Minor: Journalism
Cum Laude (GPA: 3.67/4.00)

May 2022

Pasadena City College | Pasadena, CA 91101
A.S-T in Business Administration, Emphasis in Accounting
A.A in Business, Natural Science, Economics
Administration Honors (GPA: 3.75/4.00)
Robert Westerback Scholarship Recipient

May 2019

SKILLSETS

- | | | |
|-----------------------------------|----------------------|--------------------|
| • Payroll Processing | • MS Office | • Meticulous |
| • Report And Document Preparation | • QuickBooks/Intuit | • Critical Thinker |
| • Inventory Management | • Adobe Premiere Pro | • Time Management |

MEMBERSHIPS

California State University, Fullerton Accounting Society, Fullerton, CA 92831
Member

August 2019 – May 2022

- Collaborate with a student organization who focuses on delivering opportunities to network, engage, and build relations with over thirty public accounting firms.

Pasadena City College Pathways Program, Pasadena CA 91106
Member

August 2016 – June 2019

- Managed student goals and transition period with accepted to five different colleges, providing a clear path and effective supportive pathway towards achieving one's academic career.