

About me

Bookkeeper with 14+ years experience in various capacities of accounting. Familiar with accounts payable and receivable, payroll, purchasing, inventory, job/cost accounting and small-budget production audit, as well as small business bookkeeping, budget projection and financial reporting.

Clientele**2005 - 2008**

Epic Pictures Group, Inc. Bookkeeper Sherman Oaks, CA

Set up and maintain accounting and filing systems for newly-formed film distribution and production business. Monitor cash flow, collections, audit film production jobs. Initial setup and maintenance of numerous data files and intercompany transactions for various LLCs. Liaison with CPA.

Revgear Sports Co. Bookkeeper Burbank, CA

Accounts payable, accounts receivable, bank and credit card reconciliations, billing, payroll, set up file system. Monthly and quarterly accruals, prepare and analyze monthly, quarterly and annual financial reporting. Prepare annual sales and budget projections and analyses.

Lookout Entertainment, Inc. Bookkeeper/Production Assistant Hermosa Beach, CA

Management of day-to-day operations for commercial production company. Initial setup of accounting software, chart of accounts and filing system. Billing, bank and credit card reconciliations, set up of 1099 contractor, vendor and customer files. Payroll, financial reporting, audit production jobs. Liaison with CPA.

World Hero, LLC Bookkeeper/Production Assistant Los Angeles, CA

Bank and credit card reconciliations, cost accounting for commercial production company. Personal and production assistant to company owner. Initial setup of payroll, quarterly tax payments and employment taxes, final audit of production jobs.

Body Beautiful Bookkeeper Venice, CA

Accounts receivable, initial setup of paper trail from website purchasing module to accounting system for developing fashion-based business. Interaction with clients and cash flow management.

Employers**2001 - 2004**

Robert Half Int'l Temporary/Staff Accountant Seattle, WA/Los Angeles, CA

Various accounting positions on temporary basis, generally accounts receivable or accounts payable in corporate/non-profit environment.

ACE Bookkeeping Payroll Clerk/Bookkeeper Seattle, WA

Payroll reports and quarterly tax estimates for 50+ small businesses. Bank reconciliations, initial setup of company files in new accounting system, development of training manual.

Education

Accounting Major, CalState University, Los Angeles (currently attending)

Tax Preparation I Certification. H&R Block, 2007.

HS Diploma. Hispanic Christian Academy, Anchorage, AK.

Recipient of student body Accounting and Math awards, Elkton High School, Elkton, OR.

Additional Skills & Assets

- Excellent verbal and written communication
- Honest, organized, accurate, thorough. Great problem-solving skills, work well independently
- Type 75WPM, 10-key, Excel, Oracle, Quickbooks [Pro], Creative Solutions & other software
- Experience in material management, sales/marketing, accounting, purchasing/logistics, staffing, and administration to the senior executive level.

Interests & Hobbies

(323) 600-5177

Loa Allebach

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310 N. Adams, Glendale, CA 91206

- Photography

- Music

- Fitness