

Andria Radmacher

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EXPERIENCE:

A Bigger Bottom Line

Los Angeles, CA & Beyond

Owner / Consultant

June 2012 - Current

- Cloud financial services, payroll, business organization, consulting, streamlined bookkeeping and file structure, cloud reporting, and QuickBooks training.
- Bank reconciliations, Credit Card Reconciliations, Loan Reconciliations and Set up/Clean Up, AR Management, AP Management and receipt tracking, bill tracking, and over all systems set up in the cloud and hard copy process, Email support and correspondence with Vendors.
- Financial Statment reporting P&L, Balances, CashFlow, Budget, Memorized Reports customize to fit specific needs.
- Time Tracking system set up, montioring, and recording for staff and billable project related hours.
- Cloud reporting systems for real time tracking.
- Custom report set up and system development for uncovering key metric data, timing, and flow.
- KPI development and report design and implementation to develop dashboard financials.
- SOP development to maintian system conformance.
- Business review and feedback to discover areas of improvment and goal setting.
- Business presentations to management teams to offer insight and leadership training.

Blue Ridge Services, Inc.

Mariposa, CA

Financial Manager

June 2014 - April 2016

- Cash management & forecasting of all bank and credit accounts.
- Personally performed all accounting and financial functions including AP, purchasing, payroll, AR, P&L, General Ledger, Balance Sheet, Cash Flow Statement, Fixed Assets, Fixed Costs, Bonuses, Financial Software Integration, Budgets, and Forecasting.
- Performed all payroll functions, tax payments, and new hire processes.
- Implemented many cloud based data processing systems to help streamline efficiency.
- Implemented a cloud time tracking system with BIGTIME to seamlessly integrate with QuickBooks accounting software which reduced payroll and invoicing processing by 50% while also adding visibility to the companies real time work in progress hours on projects in order to closely monitor budgets.
- Developed KPI's to track and report Billable vs Non-Billable hours by week in order to forecast income and production.
- Developed Budgeted Income & Expense measures and KPI's.
- Implemented a cloud CRM via, Method Integration, to seamless integrate with QuickBooks and the company's website to collect and process all new leads into the current database.
- Set up workflow process to handle all new leads from start to final invoicing and marketing follow up.
- Set up online company calendar and used in conjunction with Microsoft Project to plan and schedule all major projects.
- Set up remote deposit banking, direct deposit payroll, auto pay of all bills, auto pay for subscription invoicing, credit card processing, and many other automated tasks which created huge time savings.
- Created proposals and contracts for submittal to government agencies and handled all insurance requirements and licensing as required in the RFP's.

EPIC Ceramic & Stone, Inc.

Santa Ana, CA

Controller

May 2012 – May 2014

- Cash management & forecasting of all bank and credit accounts
- Supervised all accounting and financial functions including AP, purchasing, payroll, AR, P&L, General Ledger, Balance Sheet, Cash Flow Statement, Fixed Assets, Fixed Costs, Commissions, Financial Software Integration, Budgets, and Forecasting.
- Developed & maintained company policy & procedures specific to each department and within their industry

- Developed and reviewed operating budgets, fixed cost reports, month end financials, and dashboard analytics for all industry specific metrics
- Oversaw all payroll functions, tax payment, and installment plans
- Implemented data processing systems to help streamline efficiency
- Personally handled all receipt and disbursement of company funds and financing of major equipment
- Assisted in audits of company accounts and financial transactions
- Monitored financial activities and details on a daily, weekly, monthly, and yearly basis
- Developed and maintained relationships with bankers, insurance brokers, lawyers, CPAs, and landlord in order to facilitate all financial and company related activities

J2 Retail Systems, Inc.

Irvine, CA

Office Manager

April 2008 – April 2012

- Daily use of QuickBooks, Excel, Outlook, Access, Word, MyAIT™ Logistics Software, Google Chrome, ACT!, UPS WorldShip, OneNote, Publisher, and Gradience Timeclock Human Resources Software.
- Streamlined the efficiency and effectiveness of overall production and clerical process in the workplace.
- Implemented inventory management processes and controls, managed vendor relationships, negotiated pricing, and contracts with all vendors.
- Daily reporting of sales, inventory stock status, incoming shipments, A/R, A/P, and open sales orders to VP and President.
- Daily purchase ordering, vendor correspondence, price negotiations, order status tracking, and receiving packing slips.
- Weekly calls and mailings to customers in order to ‘tactfully’ chase outstanding invoices, repairs, or product evaluations.
- Bi-Weekly employee timecard reporting
- Monthly petty cash report, reconciliation of all purchase orders, inventory count, shipment status, product costs, and inventory forecasting.
- Used QuickBooks in conjunction with Excel to develop financial, purchasing, shipping, inventory, and forecasting documents to help estimate & control costs.
- Scheduling tradeshow, hotel booking, coordinating all purchases and set up with trade show vendors such Skyline and Freeman.

Smart Vend Corporation

Irvine, CA

Assistant to President

June 2004 – April 2008

- Daily use of QuickBooks, UPS WorldShip, Outlook, Word, Excel, Access, Explorer, LLMS & CardMate encoding software, printing software, PC Charge (credit card transaction software) and Palm Pilot software.
- Received orders, and RMA's, over the phone, on multiple lines, and followed through from estimate to invoicing in QuickBooks.
- Reported monthly orders and billing to our associates through an extensive and highly detailed Excel spreadsheet.
- Strong customer service skills and troubleshooting on a daily basis tracking customer orders and insuring quality service.
- Managed purchase orders, multiple price lists, vendor shipping status, and receiving.
- Handled incoming mail, phones, receiving customers, card encoding, filing, product database updating, customer database updating, and all other general office tasks.
- Streamlined the efficiency and effectiveness of overall production and clerical process in the workplace.

Azusa Pacific University

Azusa, CA

Administrative Assistant

January 2003 - June 2004

- Daily use of Word, Excel, Access, Outlook, Power Point and Publisher.
- Implemented a detailed tracking system in Excel that was used to report the high volumes of inventory purchased and distributed throughout the University. This database was ultimately used by the Facilities Management Department to track spending and usage trends in order to forecast yearly and monthly budget goals.
- Received and inputted all staff and faulty cell phone payments in Excel and tracked usage for month end billing in Telecommunications Department.
- Job requirements included a high volume of data entry and spreadsheet design.

Sierra Pines Church

Oakhurst, CA

Administrative Assistant

June 2000 - June 2002

- Daily use of Word, Excel, Outlook, Access, Power Point and Publisher.
- Coordinated with many different ministry leaders, lay personal and pastors to envision, organize and execute major events for the church and outside organizations.
- Job required excellent phone skills, publication and design of weekly bulletin, project management for church events and private weddings, managing multiple staff schedules, ordering supplies, internet research, exceptional communication skills, and the ability to manage office assistants.

EDUCATION:

Azusa Pacific University

Business Major

Irvine Valley College

Certificate of Financial Accounting, Certificate of Financial and Managerial Accounting, Certificate of Computerized Accounting

Currently enrolled in Excel certification courses and other general studies

Oakhurst Community College

General Studies

Yosemite High School

Graduate – Cal State Honors

INTERESTS:

Salsa/Ballroom dancing performance & instruction, business & personal development, event planning, health & fitness, Zumba, horseback riding, and beer making

REFERENCE:

References available upon request