

MARIA M. CARDONA

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OBJECTIVE

To obtain an

EDUCATION

Georgia Tech Atlanta, GA
CODING BOOTCAMP CERTIFICATE October 2021-Present

Kennesaw State University Kennesaw, GA
BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING January 2014-Present
GPA: 3.4 Accounting GPA: 3.2

ACCOUNTING EXPERIENCE

NASCO Sandy Springs, GA August 2017-Present

Accountant I
Balance Sheet Accounts reconciliation
Fixed Assets
Central Financial
Accounts Payables

WINDY HILL DENTISTRY LLC Smyrna, GA February 2015-Present
Administer budget for internal and external marketing
Reconciliation tasks

CODING/DEVELOPER/PROGRAMER EXPERIENCE

CODING BOOTCAMP

Html, Advance CSS, JavaScript, Web APIs, node.js.

WORK EXPERIENCE

MEXICO LINDO RESTAURANT Smyrna, GA 7/05-11/15

Manager, Bartender, Server
Process monthly reports reflecting supporting documents
Reconciliation and book keeper
Experience in sales, customer service and business management
Inventory control
Solve conflicts and help customers with decision making to increase the value of their purchase
Managed financial transactions totaling and balanced drawer

SKILLS

Proficient in Microsoft Office: Word, Excel, PowerPoint; QuickBooks, NetSuite, Web developer, GitHub, Visual Studio Code, Git Bash.

FOREIGN LANGUAGE

Fluent in Spanish