Eva Espina

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Red Deer, AB

587-447-8056

**DEDICATED ACCOUNTING, BUSINESS MANAGEMENT & CUSTOMER SERVICE PROFESSIONAL**

Recent graduate from an accounting assistant diploma program. Enthusiastic, resilient and self-motivated individual who acquired a performance award with an honors designation. Possesses strong organizational, planning skills and provides a high-level customer service with over 15 years’ experience. Owned and operated a successful business for over 10 years executing all financial aspects. A great sense of leadership skills managing and leading small teams for 10 years. Driven to perform and achieve success, seeking an opportunity in the accounting field.

**KEY HIGHLIGHTS**

|  |  |  |
| --- | --- | --- |
| * Accounting | * Customer service | * Management |
| * Microsoft Office | * Administrative | * Inventive |
| * QuickBooks | * Inventory | * Interpersonal |
| * Sage 50 * Analytical | * Leadership * Quality Control | * Purchasing * Scheduling |

**PROFESSIONAL EXPERIENCE**

**Village Mall Dollarama | Red Deer, AB | *October 2022 – Jan. 3, 2023***

**Cashier Associate/Merchandiser (Seasonal)**

* Engaging with customers and processing transactions in a fast-paced environment
* Maintained merchandise displays and inventory management to drive sales
* Other miscellaneous tasks such as cleaning, organizing, and collaborating.

**Self Employed | Manila, Philippines| *2009 - 2020***

**Video Game Arcade Owner/Operator**

* Performed accounting tasks, and processed payments
* Financial management of accounts receivables, expense and revenue reports
* Utilized analytical and problem-solving skills to increase sales by 10%
* Executed other business needs to maintain a steady flow of profit

**168 Mall| Manila, Philippines| *2007 - 2008***

**Sales Associate**

* Merchandising to store demographic needs, providing high level of customer service
* Inventory control and cost-efficient purchasing on a larger scale to benefit sales
* Built relationships with third party vendors, managed and processed invoices

**Harvard Building | Manila, Philippines| *July 2002- August 2007***

**Lead Hand of Packaging Class A Swarovski Jewelry**

* Assembled and performed packing process for each order of class A Swarovski
* Quality control management on the finished products for proper item and quantity assembled by others
* Preserved shipping stage area to ensure smooth mailing and delivery processes
* Built strong relationships with vendors regarding order availability and delivery
* Processed cheque and cash payments to vendor and complete PO for delivery and distribution

**D’ Blue Jeans Shoppe | Manila, Philippines| *1997 - 2001***

**Assistant Manager**

* Provided information for personal/commercial orders and cost regarding sales orders by phone and in person
* Direct sales floor activities, managed merchandise selections, windows display, stockings and working directly with vendors
* Supervise personnel management, training and educating new performing sales associates about sales and store offerings
* Handled payments, managed cash register and bank deposits

**EDUCATION**

**Academy of Learning Career College | Red Deer| *2021 to 2022***

**Accounting Assistant diploma**

* MS Office certification programs, Windows 10, Accounting, QuickBooks Premier 2019, Bookkeeping Level 1 & 2, Internet Fundamental, Sage 50 Premium Accounting, Customer Service, and computer fundamentals
* Honors designation with an achievement of the performance award

**Calao National High School | Sorsogon Philippines**

**High School Diploma**