

Wendi M.P. Estelita

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Professional Strengths:

Results-orientated, multi-tasker, team player Financial and Administrative professional with over 19 years experience in financial operations, grants administration & proposal preparation, indirect cost rate proposal preparation, business & office administration, payroll, 1099 & sales tax reporting, and purchasing. Has undergone over 18 annual audits with no findings. Able to plan, prioritize and perform work in an efficient and timely manner as well as interact with all levels of staff with aplomb.

Skills:

Macintosh and PC Literate
Microsoft Office & Libre Office

Sage & Quicken Accounting Systems
Adobe Acrobat, InDesign & Photoshop

Professional Experience:

Organization: Sociometrics Corporation, Los Altos, CA

Duration: September 2012 to present

Designation: Controller

Promotion from Senior Financial Associate retaining all those responsibilities as well as the following:

- ⤴ Perform reconciling, balancing, investigating and resolving any financial statement account discrepancies
- ⤴ Oversee and review of company purchasers and of their documentation and approvals for credit card expenses
- ⤴ Review expenses and make recommendations concerning allowability in accordance with the Federal Acquisition Regulation (FAR) statutes for commercial, for-profit organizations
- ⤴ Preparation of periodic economic, and R&D census reporting

Organization: Sociometrics Corporation, Los Altos, CA

Duration: January 2014 to present

Designation: Office Manager & Sales Associate

- ⤴ Manage business machine's contracts, supplies, and maintenance
- ⤴ Procurement and management of office & retail inventory
- ⤴ Sales figures reporting
- ⤴ Order fulfillment, packaging, and shipping
- ⤴ Field technical assistance inquiries

Organization: Sociometrics Corporation, Los Altos, CA

Duration: July 2013 to present

Designation: Personnel Manager

- ⤴ Processing of new, continuing, and terminating employee paperwork
- ⤴ Benefits administration
- ⤴ Worker's compensation claims & follow-up

- ⤴ Research, analysis, and recommendations regarding annual group plan health insurance
- ⤴ Upkeep to company handbook of administrative and personnel policies

Organization: Sociometrics Corporation, Los Altos, CA

Duration: September 2005 to August 2012

Designation: Senior Financial Associate

Promotion from Financial Associate retaining all those responsibilities as well as the following:

- ⤴ Manage cash flow
- ⤴ Grants administration, reporting, and budget projections
- ⤴ Preparation of bids for future grants and contracts, and proposal preparation and support
- ⤴ Evaluate as well as make necessary recommendations on business insurance coverage and worker's compensation coverage
- ⤴ Monitor employee fringe benefit medical spending account balances as well as review of reimbursement requests for allowability
- ⤴ Review and annotate company credit card statement expenses as well as preparation of supporting schedule for management review
- ⤴ Review of travel expense reimbursement vouchers for adherence to General Services Administration (GSA) policies and regulations

Organization: Sociometrics Corporation, Los Altos, CA

Duration: October 2000 to October 2002

Designation: Personnel Manager / Marketing Assistant

- ⤴ Processing of new, current & terminating employee paperwork and fringe benefit distribution
- ⤴ Acquisition and compilation of direct mail lists, coordination with mail houses direct mail production, copy editing of company newsletter
- ⤴ Responsible for corporate publication *Statement of Capabilities* and web site updates, and ongoing administration of marketing database, files and portfolio

Organization: Sociometrics Corporation, Los Altos, CA

Duration: August 1997 to August 2005

Designation: Financial Associate

- ⤴ Responsible for managing all aspects of accounts payable, accounts receivable, payroll, journal entries, bank reconciliations, and month-end closing activities
- ⤴ Maintains system of accounts and records on all transactions and assets of the company
- ⤴ Responsible for preparing annual sales tax returns and oversee tax payments, 1099 reporting, and federal and state income tax payments

Organization: Sociometrics Corporation, Los Altos, CA

Duration: July 1996 to July 1997

Designation: Archive / Production Administrator

- ⤴ Materials acquisition, copy editing, design, formatting, photocopying, and order fulfillment
- ⤴ Created product costs tracking and pricing schema
- ⤴ Assisted with preparation of grant proposals

Organization: Mervyn's, Daly City & Redwood City, CA

Duration: November 1987 to June 1996

Designation: Assistant Area Team Leader / Office Guest Service Team Member

- ⤴ Management, scheduling, and merchandise planning of diverse selling areas

✧ Guest services, scheduling, payroll & audit functions, supply inventory, new hire training

Educational Summary:

Achieved Bachelor's degree in Mathematics
San Francisco State University in the year 1992

Achieved Associate's degree in Social Sciences
College of San Mateo in the year 1989