

GINA SHELDON

3706 Green Fields Dr. Sugar Land, TX 77479

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Accomplishments

- Handled import tariff dispute with clients saving \$10,000 detention fee
- Streamlined vendor shipment process and delimited penalty, cut cycles from 2 month to 3 weeks
- Facilitated communication between investors and Asian entrepreneurs
- Took ownership of company accounting reducing CPA fees
- Resolved a rental dispute including out of court settlement
- Negotiate bond purchases
- Organized and maintained 6 year company files, therefore reducing the file search time by an average of 3 hours weekly

Skills

- Fluent in English , Mandarin and Taiwanese
- Peachtree and QuickBooks
- Advanced Microsoft Office – Word, Excel, Access, PowerPoint ,Outlook and FrontPage

Work Experience

Telacs Union Tech 2012 - Present
Office Manager Houston, TX

- Completed responsibility for the import of equipment purchases including coordination with customer brokers.
- Completed responsibility for compiling of accounting records using QuickBook for the company CPA.
- Completed responsibility for general secretary duties including translating documents from English to Chinese.
- Managed company's rental property.

Westwood CPM Real Estate 2016 – 2016
Broker Assistant Houston, TX

- Record monthly rent payments and collect rent.
- Arrange repair as needed , meetings, and events.
- Make daily deposit.

NN International Petroleum Service 2011 – 2011
Accountant Houston, TX

- Completed responsibility for the import/export inventory record.
- Completed responsibility for compiling accounting records using QuickBook.
- Completed responsibility for general secretary duties.

Susan Chen, CPA 2008 – 2009
Accountant Sugar Land, TX

- Maintained bookkeeping for clients.
- Provided general office assistant when needed.
- Kept payroll for clients .

Education

- University of St. Thomas, Houston, TX – Master of Business Administration in Finance
- Tunghai University, Taijun, Taiwan – Bachelor of Accounting
- Houston Community College, Houston, TX – Health Information Specialist Certified
- Wharton Junior College, Sugar Land, TX – QuickBook