**Shelly Campa**

425 Crystal Court ♦ Big Bear Lake, CA 92315 ♦ Phone: (562) 900-5970 ♦ shellycampa70@gmail.com

A top-performing Manager credited with combining team leadership, financial and business development expertise to deliver substantial results. Strong expertise in financial cost control within organizations as well as proactively hunting and implementing organizational improvements. Proven ability to manage projects and comprehensive programs of multiple projects simultaneously. Highly accomplished in consultative listening and ability to build and maintain professional relationships.

**AREAS OF EXPERTISE**

|  |  |  |
| --- | --- | --- |
| * Executive/Administrative
* Detail Oriented
* Budgeting & Timelines
* AP and AR
 | * Employee Management
* Problem Solving Skills
* Highly Organized / Decisive
* Leadership/Team Building
 | * Exceptional Communicator
* Computer/Software Savvy
* Strong Human Resources
* Cost Control/Profit Margins
 |

**BUSINESS MANAGEMENT EXPERIENCE**

* Managed an accounting office and staff while coordinating all accounting for five locations.
* Maintained accurate financial records for accounts payable, accounts receivable, general ledgers, journal entries, reconciling accounts, bank reconciling, preparing of financial statements, P/L, balance sheets, etc.
* Processed, calculated, and paid quarterly sales tax payments, as well as prepayments.
* Bi-weekly payroll preparation, time card calculations and processed to completion.
* Tracked and managed the cost accounting on multi million dollar projects.
* Managed multiple vendor accounts to ensure prompt payments.
* Oversaw all collection efforts and provided effective assistance when needed.
* Created monthly, quarterly, and yearly budgets and forecasts for management.
* Reviewed and approved new credit applications and resolved all accounting issues related to customers and employees.
* Coordinated the completion of special projects and managed inventory of office, janitorial, and cleaning supplies as part of comprehensive cost control techniques.
* Maintained an updated and accurate employee and management calendar as well as scheduled appointments, travel arrangements, vendor and customer meetings.

**HUMAN RESOURCES MANAGEMENT EXPERIENCE**

* Organized the enrolling and editing of health benefits, 401k plans, vacation, PTO and sick time tracking.
* Functioned as liaison between management, various departments, and employees to facilitate smooth daily company operations.
* Maintained records regarding employees while performing interview screening, hiring, counseling, disciplinary actions, or termination of employees.
* Provided recruitment and training in conjunction with motivational counseling while additionally communicating effectively with all levels of management and employees.

**WORK HISTORY**

**Oliver Mahon Asphalt, In Office Manager 2013- 2017**

**PFT-Alexander, Inc., Sugar Hill, CA, Controller 2008-2012**

**Auto Sport INT., Irvine, CA, Controller 2006-2008**

**Turtle Creek Automotive Group, Irvine, CA, Accounting Manager 2001-2006**

**Oak Tree Mazda, Santa Clara, CA, Director of Finance 1998-2001**

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**SALARY HISTORY**

**Oliver Mahon Asphalt, Inc**

Present hourly rate: $29.00

Beginning hourly rate: 22.50

**PFT-Alexander, INC.,**

Ending annual salary: $52,000.00 plus company paid benefits

Beginning annual salary: $42,000.00

**Auto Sport, INT**.,

Ending annual salary: $72,000.00

Beginning annual salary: $72,000.00

**Tuttle Click Automotive Group**

Ending salary: $28.50 (per hour)

Beginning salary: $18.00 (per hour)

**Oak Tree Mazda**

Ending annual salary: $90,000.00

Beginning annual salary: $70,000.00

**Expected salary**: Open

**REFERENCES**

Tracy Rattan - Sr. Financial Analyst - 562-900-2342

Catherine Jarvis – Executive Assistant – 714-402-5855

Mike Alibrano - Finance Director - 714-305-2847

April Little – General Manager - 408-221-3184

Julie Axt – Regional Manager - 916-842-9094