

Contact

www.linkedin.com/in/kassandra-raluca-p-1a163b148 (LinkedIn)

Top Skills

Accounting
Account Reconciliation
Clerical Skills

Languages

Romanian (Native or Bilingual)

Honors-Awards

Honors Collegiate Scholar
Deans Award
Presidents Award

Kassandra (Raluca) P.

Founder

Fountain Valley, California, United States

Summary

Executive Assistant turned Founder of Hive Social, Inc.

Experience

Hive Social, Inc.

Founder

June 2019 - Present (3 years 10 months)

Fourwinds Aviation, LLC

Accounting Specialist

May 2018 - May 2019 (1 year 1 month)

Managed accounting department through oversight of accounts payable/receivable and collections

Managed collections totaling +24 million

Tracked business revenue and costs with Excel and Salesforce, diligently reconciling accounts to maintain high accuracy

Increased profit by +4 million quarterly by collecting on all open accounts in a timely manner

Reduced accounting variances by investigating and resolving internal discrepancies

Supported operations by managing professional communications, tracking data and managing records

Methodically reviewed documents and accounts for discrepancies and resolved variances

Performed all designated clerical duties efficiently as required by the supervisor, Vice President, and President

Created reports for the Vice President to track payment allocation to invoices

Composed discrepancy reports for incoming aviation part shipments

Created credit limit reports for all clients

Developed and updated spreadsheets and databases to track, analyze and report on revenue data

Updated status reports by entering new yields and quotes

Resolve all invoice discrepancies through prompt, concise communication

Protected all confidential information to prevent loss of business assets
Enter data from repair orders for maintenance and repairs for aviation parts into computer system
Accurately maintain work orders and financial records
Scan, file, and fax documents accordingly

Horsemen Investigations

Collections Specialist

February 2017 - May 2017 (4 months)

Responsible for collections on 60+ accounts totaling approximately \$800+ thousand in balance
Reviewed invoices making sure all information was accurate and requirements were met
Prepared cash forecast spreadsheet on a weekly basis
Reported any invoice discrepancies such as short payments, claim number errors to manager
Reviewed aging reports and identified customer accounts for efficient collections
Prepared weekly aging reports for management with detailed notes
Worked with Account Managers and Account Assistants to resolve any invoice discrepancies
Responsible for outbound and incoming phone calls
Negotiated payment plans with customers who had trouble paying the full balance
Sent 15-20 collection emails daily to customers following up on past due invoices
Opened mail and distributed to corresponding department
Scanned, faxed and mailed past due invoices to customers
Accountable for reducing delinquency of accounts
Perform other assigned tasks and duties necessary to support the Accounting Department

Education

California State University-Long Beach

Bachelors, Psychology · (2016 - 2020)