

# ANGELICA LEGORRETA

79 Huntington Dr. Daly City, CA 94015 | (619) 985-6494 | angielegorreta@gmail.com

## Objective

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A determined and hardworking business professional with extensive knowledge in Accounting, Finance, Management, and Customer Service. Over 3 years of experience of Accounting and Business Management for the restaurant and hospitality industry and is passionate about supporting individuals and businesses to excel. An honest self-starter who is always leading the team from the front and is not frightened to take initiative in planning, team building, problem-solving, and decision-making by incorporating managerial and leadership skills. Eager to deliver excellence at every opportunity and looking for a suitable position with an exciting company to further develop my Accounting and Business Management skills.

## Education

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### San Francisco State University / May 2017

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- BS in Business Administration
- Concentration in Business Finance – Core Business courses including Business Accounting, Business Management, Business Communications, and International Business.

## Experience

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### Dave & Buster's – Area Operations Manager / January 2019- Present

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- Manage sales, labor, and budget by applying extensive decision making
- Review periodic P&L statements with top management and develop strategies to manage P&L budget
- Effectively manage schedules, meetings, and conference calls
- Exceed customer service standards and develop new ideas to solve customer problems
- Prepare and conduct productive interviews for possible new hires
- Manage and delegate daily shifts with up to 50+ employees
- Coach and build a team who will work together to achieve a common goal

### Dave & Buster's - Account Administrative Assistant / May 2017 – January 2019

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- Directed accounting operations for company branch such as prepare, analyze, and maintain financial reports on day-to-day basis and end-month reporting

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## Dave & Buster's - Account Administrative Assistant / May 2017 – January 2019 (continued)

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- Oversee daily cash applications and create balance sheets for business' day-to-day operations and assist with financial statements to submit to corporate offices
- Submit data entries specific to financial records and receipts
- Resolve transactions and invoice issues in collaboration with supervisors
- Manage daily cash flows and produce reports on this information

## Skills

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- Fluent in written/spoken both English and Spanish
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Organizational skills and ability to manage deadlines
- Strong understanding in preparing reports, budgets, and financial statements
- Excellent analytical and numerical abilities
- Exceptional communication, interpersonal, and teamwork abilities
- Ability to prioritize, manage, and deliver multiple tasks and projects
- Team player, adaptable, and able to thrive in a fast-paced environment
- Have acute attention to accuracy and detail