

L. Gonzalez

OFFICE ADMINISTRATIVE AND ACCOUNTING ASSISTANT

Pharr, Texas | 956.354.4071 | lesly.gh@icloud.com

Professional Summary:

Dedicated Business Administration student with a strong foundation in office administration, customer service, accounting, and clerical operations. Skilled in managing daily administrative tasks, maintaining accurate records, and supporting team productivity with efficiency and attention to detail. Recognized for strong interpersonal skills, professionalism, and the ability to collaborate effectively in fast-paced environments. Passionate about leadership development and eager to contribute to an organization that values initiative, teamwork, and long-term growth.

Skills & Abilities:

Technology Skills:

- Microsoft Office
- QuickBooks Online
- Google Workspace
- Connect Team/ Gusto

Financial Skills:

- Creating and managing budgets
- Gathering and inputting invoices into the database

Management & Operations Skills:

- Planning and closing projects efficiently
- Overseeing daily business operations
- Hiring and supervising various job positions
- Creating and developing filing systems
- Transferring and digitizing invoice systems

Abilities:

- Strong communication skills
- Leadership abilities
- Bilingual speaker, reader, and writer (English and Spanish)
- Organization and time management
- Interpersonal Skills to build positive work environments

Professional Work History:

Business Administrator |

All 4 Equipment, LLC

🕒 2024 – Current 📍 Hidalgo, TX

- Implemented QuickBooks invoicing by importing data from Excel, improving accuracy and efficiency in billing operations.
- Helped establish new positions to support companies' growth and necessities.
- Designed and optimized a filing system, improving document retrieval efficiency and overall office organization.
- Helped all departments and improved communication between supervisors to develop a higher efficiency in the company's workflow.

Office/Accounting Assistant |

Villeda Siding, LLC

🕒 2021 – 2024 📍 Charlotte, NC

- Set up and integrated a payroll system to automate and improve payroll accuracy within the company and the Bookkeeper.
- Organized and maintained records of invoices and material orders.
- Facilitated communication between general contractors and vendors by bridging language barriers.
- Bridged language barriers between general contractors and subcontractors, leading to increased project opportunities and stronger partnerships.

Business Administrator |

Inter Tex Automotive Group

🕒 2012 – 2019 📍 Hidalgo, TX

- Assisted a used car dealership in obtaining a Texas auto sales license by coordinating with regulatory agencies and ensuring compliance with state requirements.
- Established and organized company filing system, accounting records, and invoice management.
- Supported vehicle registration by preparing and submitting required documents to state authorities.

Education History:

Southern Career Institute (Pharr, Texas)

Business Administration GPA 3.8

Anticipated to Graduate: April 2026

South Texas College (McAllen, Texas)

Associate of Arts – Interdisciplinary Studies

Graduated: May 2015