

RICARDO HIGAREDA rhigareda92@Gmail.com 775-848-9278

Objective

Utilize my skills, talents, and experience as a member in a team environment.

I am comfortable and efficient in a high-pressure, fast-paced work environment. I perform well within a group, as well as working independently. I also understand the importance of following policy and procedure. I am friendly, approachable, and a quick learner with close attention to detail.

Experience

Studio

Position

| | | | |
|-----------------|-----------------|-------|---------------------|
| Hotel Artemis | Ink Factory | Clerk | Apr 2017 - Nov 2017 |
| SASolutions INC | Post Accounting | 2nd | Aug 2021 – Apr 2024 |

- Ambulance - Amazon
- Best Foot Forward – Apple Studios
- Shirley - Netflix
- Bosch - Amazon

Skills

I am bi-lingual (English/Spanish) My duties on previous projects have included AP processing, PO entry, Cash entry, vendor entry, coding from a budget, and digital filing.

I am proficient in Smart Accounting, PSL, and Global Vista, as well as the following:

- Adobe Acrobat
- Excel
- Teams
- Google Drive
- Box
- Outlook