

# SONIA VELAZQUEZ

3068 S. 34<sup>th</sup> Street, Milwaukee, WI 53215 (414)243-5592 [SONIAMACVP@GMAIL.COM](mailto:SONIAMACVP@GMAIL.COM)

To assist and help coordinate any projects that arise the committee by being proactive in meetings.

## Personal Statement

Over ten years of experience in a leadership role at El Rey Holdings by handling day-to-day operations, analyzing financial data and meeting demanding targets, as well as assisting with system implementation.

## Business Experience

1996-2007                      cashier, cash management, customer service  
2008- present                 Administrative Assistant

- ❖ Prepare general ledger reports for bank reconciliation
- ❖ Produce and balance store reports
- ❖ Arrange and complete WIC training as well as ensure compliance
- ❖ Handle all confidential material relevant to company operations
- ❖ Prepare weekly coin order
- ❖ Negotiate product prices with vendors in A/P
- ❖ Point of contact to people inside and outside the company
- ❖ Assist in the A/R, A/P, HR-payroll, and cash management departments
- ❖ Monitor and review Anti-money laundering compliance in the Western Union and check cashing department
- ❖ Manage the post office and DMV department with training and tasks
- ❖ Assist the president with any problem or situation that arises in the company, review purchase orders and make recommendations to the company based on sales data
- ❖ Monitor NSF checks
- ❖ Settle agreements with companies regarding returned checks
- ❖ Aid Milwaukee Police Department investigating fraudulent checks
- ❖ Assist in preparing the HCCAP (Hazard Analysis and Critical Control Points) plan for tamales department
- ❖ Assist in preparing end of year financial statements
- ❖ Assisted in various projects, accounting system update and implementation of new computer software, researched, negotiated, and implemented new phone system that gave the company 83% savings per year
- ❖ Match and facilitate meetings with students and a professional mentor

## Education

### **Alverno College**

2004-2008

Business and Management/ Computer science/ Spanish  
Bachelor's Degree

Milwaukee, WI

## Community Advocacy

- ❖ Help coordinate with Variety- The Children's Charity of Wisconsin, to help children that have physical disabilities.

## Skills

- ❖ Problem solving
- ❖ Initiative
- ❖ Detail oriented
- ❖ Responsible
- ❖ Reliable
- ❖ Organized
- ❖ Multi-tasking
- ❖ Fluent in Spanish
- ❖ Interpersonal skills
- ❖ Customer service
- ❖ Teamwork
- ❖ Communication
- ❖ Prioritization