

# Deborah L. Segovia

5800 NE 18<sup>th</sup> Terrace, Fort Lauderdale, FL 33308  
(305) 542-0954 Deborah.Segovia@hotmail.com

## SUMMARY QUALIFICATIONS

- Ten years of verifiable bookkeeping, managing, and assisting executives in different types of businesses: financial, auditing, construction, trucking, health, and hospitality.
- Accounts payable, accounts receivable, payroll, G/L accounts, financial reports, and budget analysis, AIA applications, liens, notice to owners, notice of sale, financial reviews for credit insurance, memorandum, letter composition, and e-mail and telephone etiquette.
- QuickBooks, Peachtree, Sage ACT, Filemaker, FactorSoft, Google Docs, and Microsoft Office products.
- Fluent in English and Portuguese.

## EDUCATION

- M.B.A. with concentration in Process Improvement, presently attending Nova Southeastern University expected graduation date of December 2017.
- B.S. in Business Administration, May 2014, Florida Atlantic University, Boca Raton, FL 3.76/4.0 GPA
- A.S. in Business Administration, August 2010, Tulsa Community College, Tulsa, OK 3.83/4.0 GPA

## WORK EXPERIENCE

### Independent Bookkeeping

- Real Estate Scorecard – August 2014 – Present
- JMH Associates – November 2014 – Present
- The Jeep Trader – March 2015 – Present
- Float 8, LLC. – August 2016 - Present

### Relationship Manager & Controller at Paragon Financial April 2014 – PRESENT

#### *Relationship Manager Duties*

- Processing of daily client funding by verifying invoices with debtors
- Maintaining of unapplied cash transactions
- Processing daily cash application and invoice adjustments as received from clients
- Reviewing payment trends and collections of debtors when applicable
- Adjusting of credit lines for each debtor
- Ensuring compliancy of client contract requirements to Factoring & Security Agreement
- Maintaining direct relationship with client and their debtors

#### *Controller Duties*

- Accounts payable, accounts receivable, daily and monthly reconciliations along with required financial reporting
- Auditing monthly fees earned and charged per relationship manager

### Executive Assistant & Bookkeeper at Saba Trucking, Inc. & Luna Development Corporation April 2013- March 2014

- Worked with both companies simultaneously, as they are owned by the same person.
- While I kept all of Saba's books with invoicing, A/P, A/R, and collections, I was also in charge of Luna's monthly A1A application for payments for multiple projects.
- Filed for all Notice to Owner's on new jobs and kept in charge of all releases we needed for payments.
- Made new Change Order protocols, changed their filing systems, and made improvements to daily responsibilities through initiative and creativity

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## **Audits Department Supervisor at Back Office Support Systems, Fort Lauderdale, FL October 2011 – March 2012**

- Managed all Audits Departments: Title Searches, Securitization Audits, and Discovery Reports.
- Maintained daily records of document purchases, audit invoices, and delivery of reports to clients in Filemaker and Sage ACT.
- Created all protocols and procedures for new system of auditing.
- Supervised other employees' daily tasks and ongoing hands on training.

## **Administrative Office Manager at Christian Interests, Inc., Tulsa, OK April 2010 – August 2011**

- Recorded all accounts payable and receivable. Kept job costs and overhead charges up to date.
- Filed all taxes and presented financial reports in timely manner.
- Calculated weekly payroll and bank transfers.
- Managed employee hiring and dismissal.
- Maintained and updated insurance certificates for audits.
- Applied for construction permits with city hall and scheduled inspections.

## **Administrative Office Manager at European Natural Health Center, Tulsa, OK April 2009 – April 2010**

- Managed all A/P, A/R, bank reconciliations, and financial reporting
- Developed inventory organization system for supplements and scheduling per doctor and developed procedures for my position. Researched and established relationships with suppliers.
- Planned all seminars, classes, and presentations for the general public.
- Helped with marketing the business with flyers, new health program advertising, and weekly TV show on KGEB.

## **Assistant Manager at The Gaucho Brazilian Steakhouse, Tulsa, OK September 2004 – January 2007 and February 2008 – January 2009**

- Started as a hostess and worked my way into management after waiting and bartending.
- Managed payroll and all payment transactions. Supervised staff of 10-15 employees and trained all new employees. Gave employees feedback of performance and organized weekly employee schedules.
- Handled customer reservations for weddings, holiday parties, family reunions, etc...
- Advertised and negotiated with major companies for employee holiday parties.