

**Luis Fondo**  
**3401 Cotton Mill Drive, Apt # 208**  
**Raleigh, NC 27612**  
**Tel: (919)783-7148 Home**  
**(919)271-9618 Cell**

**E-Mail: Ludde3@aol.com**

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**Summary:**

- Have over 10 years of extensive knowledge of full cycle Bookkeeping. Supervised a staff of 2 - 4.
- Implemented A/P, A/R, G/L, P/O & I/M portions for two new software systems.
- Worked closely with The President, Treasurer and our CPA.
- Looking for a long-term career with a stable company that offers opportunities for advancement.

**Work experience**

Jun '97 – Oct '07:

**B. Lazarus, Inc.**

Miami, FL

Manufacturer of bedspreads & draperies for the hospitality industry.

Full charge Bookkeeper

- Supervised office
- Provided all training for A/P, A/R, P/R, G/L, P/O & I/M
- Implemented several parts of two new software systems
- Interviewed, hired & terminated employees
- Processed in-house payroll from start to finish for 65 employees
- Maintained & updated personnel, vendor & customer files
- Auditing of A/P, A/R, P/R, G/L & P/O records
- Bank reconciliation
- Daily cash receipts
- Electronic filing of weekly payroll taxes, quarterly reports & processing of year end W-2's & W-3
- Calculation, auditing & filing of Sales & Use Tax
- Month end and quarter end closes. Year end closes with our CPA
- Provided Financial Statements to Management for review
- Oversaw Workers Compensation Insurance, handled all claims, reporting, follow-ups etc
- Negotiated & oversaw office health, commercial, liability, umbrella, boiler & machinery and auto insurances
- Oversaw purchases for office computers, printers, copiers & security system

Dec '96 – Jun '97:

**Hertz Corporation,**

Miami, FL

Car rental company

Customer Service Representative:

- Assisted customers with car rentals & car returns
- Customer inquiries

Aug '91 – Dec '96:

**American Connections, Inc.,**

Miami Beach, FL

Receptive tour operator.

Reservations Manager:

- Full charge of all incoming individual reservations
- Assisted with group reservations
- Hotel contracting, price negotiations & physical hotel inspections
- Assisted with Accounts Payable
- Customer Relations

**Military service:**

Aug '89 – Jul '90:

**S1 Communications Base, Enkoping, Sweden.**

In charge of 6 man troop.

Put up communication links & back-up support

**Education:**

Aug '85 – Jun '88

**Angereds Gymnasiet, Gothenburg, Sweden**

Major: Science

**Languages:**

Fluent in English & Swedish. Some German & Spanish.

**References:**

Several work & personal available upon request.