

**Julie Norton** ([julzofthenile@yahoo.com](mailto:julzofthenile@yahoo.com)) 5524 Orange Avenue, Apt. E,  
Cypress, CA 90630 C: 714-351-6017

**Summary of Qualifications:**

Self-starter with the ability to analyze business operations and recommend strategies to improve performance. Maintain professionalism at all times and use discretion when handling confidential data. Competent “people person” skills, time management skills, problem solving proficiency and decision-making ability, able to draw from experience and knowledge, and apply to current situations in a timely manner.

**Education:**

**Cerritos College**, Norwalk, CA

**Associate Arts Degree in Business**

- Courses taken included: Intro to Business, International Business, Sales, Marketing, Advertising, Small Business Management, and Human Relations in Business.
- Certification Classes in : How to read Financial Statements, Creative Leadership, Cost Accounting, and Business Management Conference.

**Computer Skills:**

- Microsoft Word and Excel, Microsoft Outlook, QuickBooks Pro & Transoft.
- Microsoft Great Plains, AS400, MAS90, ADP, EDS, and Reynolds & Reynolds.

***Self Employed/Home Business***

**10/2013-8/2014 IT Works Global**

Sold Body Wraps, Supplements, and Facials to customers. Recruited potential customers to join the Sales Team.

***Accounts Payable Manager/Corporate International Accounting***

**04/2009-09/2013 Pacific Logistics Corp**

Handled daily A/P processes and supervised 5 A/P clerks, managed vendor/supplier relations, and oversaw the timely and accurate processing of 2 million dollars of monthly invoices, purchase orders, expense reports, credit memos and payment transactions.

Maintained adherence to corporate, accounting and standards, addressed escalated issues from employees and vendors regarding accounts payable and ensured accurate and compliant A/P files and records in accordance with company policies and government regulations.

Processed 1099's for multi systems and consolidated them for year end. Handled all AP and AR for International accounting. Audited, processed, handled contra settlements and paid overseas wires.

***Accounts Payable Specialist***

**01/2007 – 04/2009 North Orange County Saturn, Santa Ana, CA**

Responsibilities for three dealerships include but not limited to the following: Post all payables, reconcile monthly vendor statements, log all gas purchases, balance factory statements, cut batch checks, and various office duties.

***Accounts Payables & Receivables***

**08/2005 - 12/2006 Irvine Lincoln Mercury, Irvine, CA**

Responsibilities included but not limited to the following: Daily deposit, sublet schedule, monthly A/R statements, month-end financial analysis report, and gas report.

***Data Entry/ Customer Service/Clerical/ AP and AR***

**08/2004 - 08/2005 Westaff Employment Services & A-1 Personnel, Long Beach, CA**

Worked in various temporary positions as a receptionist, customer service, administrative assistant, accounts payable and receivables.

***Customer Relations Manager***

**12/2002 - 03/2004 Douglas Nissan of Orange, Orange, CA**

Managed Customer Relations department with a staff of four employees. Responsibilities included but not limited to the following: Maintained effective and efficient customer relations; handled all customer issues and engaged in the delivery of each new car purchase. Maintained and controlled procedure of work flow for my department, acted as a liaison between Sales, Service, and Customers. Prepared reports (daily/weekly/monthly) on statistics and CSI performance. Follow up with customers and vendors by phone and written correspondence; ordered all forms needed for the Sales department. Acted as Training Coordinator for Certification Program and handled all collections for the dealership prior to being promoted to Department Manager.

## References for Julie Norton

### Professional:

Tammy Scalfani  
Controller  
Pacific Logistics  
714-863-0750

Bernie Unrien  
Controller  
Saturn  
949-973-2316

Raina Morales  
Cashier  
Saturn  
714-306-3037

### Character/Personal:

David Zavala  
Security Accounting Manager  
I.S.S.  
302-983-0249

Tracy Cortez  
Teacher  
LA Unified School District  
562-228-5331

Dawn Mckenzie  
Accounting Manager  
Tenex Health  
714-356-0172