

Isabel Gonzales Ybarra

#8 Leona Heights • Uvalde, TX 78801 • (830) 278-0882 • (830) 279-5082

PROFESSIONAL EXPERIENCE

December 2011 - Present Southwest Texas Junior College
Uvalde, Texas

Financial Aid Advisor

Process and award student financial aid (grants and federal student loans); case management; conduct loan literacy seminars; advising students regarding financial aid decisions/eligibility.

October 2010 - December 2011 Sierra Industries
Uvalde, Texas

Planning & Materials Coordinator

Identifying shortages in inventory (parts, hardware, and raw material); planning for future sales of aviation parts, kits, and engine modification projects; Costing out of manufactured parts for inventory; Adjusting Inventory, Posting parts to customer Work Orders, creating and processing of work tickets for manufactured parts; Creating purchase orders, receiving incoming orders, requesting RFQ's from vendors.

June 2008 - September 2010 Sierra Industries
Uvalde, Texas

Accountant

Maintain accounts receivables (process customer invoices, statements, credit memos, debit memos, and payments), deposit customer payments, prepare bank account and general ledger reconciliations, process credit card payments, assist in month end and year end closing, enter depreciation entries, assist in preparing financial statements, file monthly sales tax, ensure accurate and appropriate recording of revenue and expenses, create analysis spread sheets on business operations including revenue and expenditure trends, financial commitments and future revenues.

April 2006 - May 2008 Sacred Heart Catholic Church
Uvalde, Texas

Business Administrator

Directs the operation of the parish office. Supervises, schedules and evaluates office staff. Administers parish salary and benefit policies as directed by the Pastor. Assists with hiring and selection of personnel in collaboration with the Pastor. Prepares, administers and reviews the budget process in collaboration with the

Finance Committee and Pastor. Monitors the collection, counting, recording and depositing of parish revenue from all sources. Maintains an accurate filing and record keeping and reporting system for all parish financial matters. Prepares monthly, quarterly and year end reports for parish. Administers a cash flow management system with purchasing and payment schedules. Processes school budget, payroll, accounts payables/receivables.

October 1998 - September 2005 Middle Rio Grande Workforce Board
Uvalde, Texas

Child Care Contract Technician

Conducted Quality Assurance reviews on Client Service, Child Care Service Providers and Fiscal files/contracts for compliance with federal and state requirements including follow-up for corrective action.

Created ad hoc reports with the local main frame data base for board and contractor staff, which were utilized for data analysis. Conducted computer training for contractor staff that included Report Writer, Access, and Child Care Services Automated System software.

Provided client service related training and technical assistance for contractor staff, utilizing current policies and procedures pertaining the Child Care Contractor Manual.

Monthly tracking of budget expenditures and preparation of Excel spreadsheets/R&R Ad Hoc reports of expenditures and projections.

Coordinated Quality Initiative activities (child care provider trainings and conferences).

July 1991 - Present Law Office of Richard O. Gonzales
(Part-time) Uvalde, Texas

Legal Secretary/Bookkeeper

Clerical duties: Preparation of client letters, scheduling appointments, preparation of legal documents, filing, answering phones and office supply inventory.

Bookkeeping duties: maintain client accounts, prepare monthly account statements; receipts, deposits, reconciliation of bank statements, payroll, 941 quarterly tax reports, 1040 Annual Reports, ledger of business expenses, accounts payable.

Dec 1995 - September 1998 Texas Migrant Council
Child Care Management Services

Financial Management Specialist

Responsible for the generation and distribution of monthly and bi-monthly claim reporting forms for child care providers. Process service provider claims, claiming reimbursement from TWC for client care and Child Care Management Services operations. Maintaining accounting records for provider and Self Arranged Child Care payments.

Client Service Specialist

Client eligibility determination in compliance with state mandate policy and procedure; validation/calculation of client's monthly gross income for eligibility purposes and parent fee assessment; encumbering funds needed for care; waitlist management; data entry of client information; accurate and timely case maintenance through the execution of contractor manual rules and procedures related to client eligibility; prepared reports of daily activities (i.e., number of clients placed in care, served, dropped from care, or transferred)

Client Service Technician

Routing of all phone calls and correspondence throughout the office. Technical and clerical duties (i.e., computer data entry, filing, typing letters, mail processing, organizing, labeling and ordering office supplies)

EDUCATION

2005 - 2011	Sul Ross State University Bachelors of Business Administration Graduation December 17, 2011)
2005	Southwest Texas Junior College Associate of Arts (Business Administration)

RELATED SKILLS & TRAINING

- Datatel
- EBIS
- MAS90
- Great Plains
- ICVerify
- Logos Accounting Software
- Quicken
- Quick Books
- TWC Budget and Payment Application
- Access Training (Intermediate & Advance)
- R & R Report Writer Training
(Intro, Intermediate and Advance)

Management skills; Case Management; Accounting; Bookkeeping; Payroll; Quality Assurance; Data Analysis.

Word Perfect, Microsoft (Word, Excel, Publisher, Access, Outlook, and Power Point), Print Shop, Adobe Photoshop, Turbo Tax, Child Care Service Delivery Application, R&R Report Writer SQL Version;

PC; 10 Key; Copier; Scanner; LaserJet Printer; Digital Camera; Fax Machine.

REFERENCES

Veronica Enriquez	830-278-0777
Yvette Hernandez	830-591-7318
Barry Zimmerman	830-486-6421