

# Danielle DaSilva

10544 NW. 57<sup>th</sup> CT.  
Coral Springs, FL 33076

(954) 235-0013  
danidasilv2@gmail.com

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## **OBJECTIVE**

To obtain an opportunity where outstanding communication skills, relevant workspace and education can be utilized.

## **EDUCATION**

*Florida Atlantic University*

**Bachelor of Arts**

**Concentration: Finance**

Graduated: May 2016

## **RELEVANT EXPERIENCE**

**Southern Wine and Spirits**

July 2015- Present

*Inventory Specialist II*

- Processing specific invoice (supplier, freight or customs) for all divisions supported by Business Solutions Group
- Preparing information and verifying any changes to support accurate and efficient processing
- Inputting and processing transactions into electronic accounts receivable and billing systems
- Performing timely account reconciliation by verifying entries and comparing to balances
- Ensuring correct approval, coding and matching of invoices or receipts
- Providing excellent customer service in all interactions with internal and external customers, including BSG personnel, personnel from other divisions, vendors, suppliers and other outside personnel

**Mazhar Majid, MD**

February 2015- July 2015

*Billing Specialist*

- Monitored payments due from clients and promptly contacted clients with past due payments
- Created daily and weekly cash reports for accounting management
- Researched and resolved billing and invoice problems
- Reconciled discrepancies between accounts receivable general ledger account and accounts receivable trial balance account

**FAU Green Memory and Wellness Center**

May 2012- February 2015

*Administrative Assistant*

- Managed and performed data entry of patients' files in the medical database such as scheduling outpatient appointments
- Performed basic bookkeeping activities
- Billed and charged entries for outpatient clinic visits for multiple positions

## **ACTIVITIES**

- Treasurer for the Lambda Theta Alpha Sorority Inc.
- Secretary for ALAS (Association of Latin American Students)
- Volunteered for the Office of Students with Disabilities as a note taker

## **SKILLS**

- Fluent in Portuguese and Spanish
- Computer proficient in Microsoft Office, EMR, STATA and SAP