

Freddy A. Hernandez

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EDUCATION

Bachelor of Science, University at Albany, May 2014.
Major: Accounting

WORK EXPERIENCE

September 2017-
December 2017

AMRI, Albany, NY

Accountant Revenue/Billing (Temp)

- Assist with general administrative duties for the revenue department including, but not limited to invoicing, data entry, data management, and administrative tasks.
- Assist the revenue team in the maintenance of the Company's project accounting system.
- Assist the revenue team in the creation & maintenance of customer invoices, including inputting manual accounts receivables invoices (e.g. catalog orders, sale of used equipment).
- Assist with customer collections as well as with customers' questions and requests for additional invoice information.
- Create, update and maintain various databases/logs as requested.
- Assist as backup for other members of the revenue and accounting operations departments as needed.
- Responsible for miscellaneous requests from internal and external sources to better aid in the Company's completion of goals and efficiency of the operations.

May 2017-
June 2017

US Foods, Clifton Park, NY

Accounts Receivable Clerk (Temp)

- Responsible for reconciling customer accounts by resolving A/R discrepancies and problems and issue customer credits when directed by management.

February 2016-
May 2017

CGI, Albany, NY

Contract Specialist

- Managing a portfolio of 50+ properties
- Reconciling vouchers that properties have submitted for rent every month.
- Requesting funding from the Housing and Urban Development to insure funds are available for new contracts and renewed contracts.
- Verifying claims of vacancy are submitted in a timely manner and are correct and complete

July 2014-
November 2015

Renal Research Institute, Latham, NY

Accountant I

- Prepare and process month end journal entries, bank statement reconciliations, balance sheets and statements of cash flows.
- Maintain fixed assets, leases, prepaid assets, and inter-company transactions.

- Assist with Special projects and other duties as assigned.

January 2014-
April 2014

SMG/Times Union Center, Albany, NY

Finance Department Intern

- Handled accounts payable for Times Union Center Arena and Times Union Center Garage
- Processed all invoices using Peachtree software and filed invoices to appropriate folders
- Reconciled the Times Union Center Garage's daily parking sales and event parking sales
- Posted journal entries for the daily box office ticket sales by extracting data from the Executive Sales Report
- Assisted with financial statements and special projects and all other duties as assigned
- Able to work outside of regular position when asked

SKILLS

Language: Fluent in English and Spanish

Software: Oracle, CATS, Peachtree, Microsoft Word, PowerPoint, Excel, Access, Dreamweaver, Photoshop, C++, HTML, Visual Basic