

TRINITY DE GUZMAN

📍 Mountain View, CA, US

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Summary

Hi, I'm Trinity. I'm an accountant seeking to leverage my skills to contribute to technology that can elevate the quality of life for many people. I'm looking to work with motivated teams who share my optimism for the future and passion for helping others.

Skills

Accounting

- Auditing
- Financial analysis and forecasting
- Financial planning
- Bookkeeping

Computer

- CaseWare
- MS Word, Excel, PowerPoint
- SQL

Languages

- English
- Tagalog
- Kapampangan

Certifications

CPA exams passed

- Financial Reporting
- Regulation
- Audit
- Information Systems & Control

Currently learning

- Python
- Blockchain
- Spanish

Hobbies and interests

- Reading books
- Taking workout classes
- Going to the beach
- Cooking

Work experience

Jul 2021 -

Present

Senior Financial Analyst/Senior Accountant

Heartland Human Care Services, Chicago, IL

- Managed federal, state, and city grants for refugee and immigrant resettlement programs, ensuring compliance with funding agreements and timely reporting.
- Created annual budgets and year-to-date forecasts to maximize resource allocation.
- Generated monthly program invoices for funding distribution.
- Reviewed and approved vendor invoices, purchase orders, and employee reimbursement requests in accordance with company policies.
- Assumed responsibility for monthly close activities, including cash applications, payroll reallocations, preparation of journal entries for revenue, accruals, etc.
- Performed monthly variance analyses to reconcile year-to-date operating statements.
- Led monthly budgeting meetings with the refugee and immigrant resettlement program personnel, discussing financial metrics and providing guidance on budget spending.
- Assisted in annual financial audits, single audits, and funder-specific audits by gathering support for audit samples, creating the Schedule of Expenditures of Federal Awards (SEFA), and collaborating closely with auditors to address their questions.

Aug 2020 -

Jul 2021

Senior Assurance Associate

RSM US LLP, Schaumburg, US

- Led and successfully completed non-profit and government audit engagements, overseeing the entire process from initial stages to final fieldwork, ensuring accuracy and adherence to regulatory requirements.
- Determined audit scope and materiality to drive the testing of significant financial statement line items.
- Revised and drafted financial statements for clients, ensuring accuracy, clarity, and compliance with accounting principles and regulations.
- Evaluated variances over audit scope, identifying potential risks and opportunities for process optimization.
- Reviewed the client's fiscal year budget to assess their ability to continue as a going concern.
- Maintained consistent and effective communication with clients, explaining complex financial concepts in a clear and concise manner.

Nov 2018 -

Aug 2020

Assurance Associate

RSM US LLP, Schaumburg, IL

- Communicated with clients to understand their internal control processes in relation to their financial operations.
- Performed detail testing and analytical procedures over financial statement areas such as cash, payroll, and investments.
- Assisted in creating the analysis for the client's Statement of Functional Expenses to determine any material changes that occurred in the current fiscal year.
- Delivered informative presentations on best auditing practices to new hires, facilitating their understanding of audit procedures and promoting adherence to professional standards.
- Conducted thorough proofreading and editing for all deliverables.

Jun 2017 -

Sep 2017

Accounting Intern

Briar Hall LLC

- Pulled capital statements from investor portals and analyzed current balances of funds to keep track of all investments and profits.
- Reviewed K-1's and connected every state and federal value presented on the document to Briar Hall's internal system.
- Collaborated with the financial reporting team to accurately book transactions from external custodians.

Education

Sep 2014 -

Jun 2018

Bachelor of Science in Business

DePaul University, Chicago, IL

Bachelor of Science in Business
Accounting