

# Lisa Jonsson

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## **EDUCATION & CERTIFICATION**

### **UC Berkeley Extension CPA Program**

Completing the coursework for CPA licensing; will be eligible to sit for the CPA exams in a year

### **Cabrillo College A.S., Accounting, Expected Graduation December 2017; GPA 4.0**

Relevant coursework completed: Financial Accounting, Bookkeeping, Quickbooks, Intro to Business, Ethics, Financial Calculations, Personal Finance, Business Information Systems, Individual Taxation; Coursework to be completed in Fall: Managerial Accounting, Spreadsheets for Accounting

### **CSU, Chico B.A., Geography (Focus: Physical & Economic Geography), 1998**

### **Six Sigma Institute Lean Six Sigma Certified, 2017**

Completed coursework and green belt certification in Lean Six Sigma; ability to implement business statistics to calculate data-based, systematic decisions that promote lean enterprise, removing waste and variation within all business processes

## **EXPERIENCE**

### **Program Specialist, UC Berkeley; Berkeley, CA 2012 - 2015**

Entered accounts payable and receivable through Berkeley's proprietary system; Implemented all purchases for the Professional Development Department; Processed all travel expenses

### **Realtor, Connect Realty & Coldwell Banker; Sacramento, CA 2009 - 2012**

Worked with buyers and sellers in the sale and purchases of residential real estate; Awarded Top Producer for 2011

### **Accounting Assistant, E-Agency; Oakland, CA 2001 - 2002**

Used Peachtree Accounting software to enter accounts payables and receivables, cut checks to vendors, ran financial reports

## **SKILLS**

Quickbooks, general ledger, accounting cycle, end-of-period adjustments and closing, inventory, financial reporting, depreciation, payroll taxes, time-value of money, type 70 WPM, 10-key, excellent communication skills (verbal and written), professional and respectful demeanor

## **ORGANIZATIONS**

Member of CalCPA - San Jose/Silicon Valley Chapter

Volunteer at Santa Cruz SPCA