

# Thomas Stanley Oliveira

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[www.thomas-judd.com/resume](https://www.thomas-judd.com/resume)

## Professional Summary

As a dependable accounting professional, I pride myself on reliability, integrity, and dedication to my work. With extensive skills in Property Management, Home Renovations, Construction and Customer Service; I excel in Payroll, Accounts Receivable, Accounts Payable, Financial Management, and Data Entry. I am seeking a role that aligns with my values and those of the company I would represent.

## Work Experience

Staff Accountant, Constructive Renovations	07/2023 - CURRENT
<ul style="list-style-type: none"><li>Accounts Receivable</li><li>Accounts Payable</li><li>Forecasting</li><li>Banking</li></ul>	
Assistant Manager, Park Hacienda Apartments	02/2023 – 07/2023
<ul style="list-style-type: none"><li>Aging Delinquency</li><li>Collections</li><li>Resolve Escalation Calls</li></ul>	
Community Banking Associate, RealManage LLC	12/2021 – 02/2023
<ul style="list-style-type: none"><li>Open/Close Bank Accounts</li><li>Monitor Fraud</li><li>Manage Certificate of Deposits</li></ul>	
Senior Staff Accountant, ACM Community Management	03/2016 – 12/2021
<ul style="list-style-type: none"><li>Financial Statements</li><li>Payroll</li><li>Tax Entries</li><li>Closings</li><li>Annual Meetings</li><li>Worker Compensation Audits</li></ul>	

## Education

Bachelor of Science (Accounting)	10/2024 - CURRENT
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## Certifications

High School Diploma	Received 2023
Basic Life Support Provider Certification	Received 2025
Basset Certification	Received 2024
Food Handlers Certification	Received 2024
Certification of Ordination	Received 2020

## Software & Programs

Excel | Word | PowerPoint | Outlook | QuickBooks | ADP | Paychex | HomeWise Docs | Jenark | Strongroom/AvidXchange  
On-Site | Yardi | CiraNet | QuickBase | NetSuite | CiraConnect | iSolved HCM | UKG

## Strengths

Dependable | Detail-Oriented | Quick-Learner | Accountable | Punctual | Problem Solving | Decision Making

## Personal Skills

Customer Satisfaction | Financial Management | Leadership | Employee Performance | Evaluations  
Sales and Marketing | Document Creation | Web Design | Communication | Teamwork