

Hagar Azoulay

Qualifications Summary

Hagar has over 10 years of direct experience providing administrative and strategic financial services. She has developed extensive Intuit QuickBooks ProAdvisor knowledge through yearly certification exams and while working with both startups and established companies across the medical, distribution, and forensic investigations industries. Through her independently owned bookkeeping company, Hagar has developed an extensive knowledge of full cycle accounting and an ability to tailor specific business processes and structures to individual client needs.

Core Expertise

Accounts Payable • Accounts Receivable • Journal Entries • Invoicing • Vendor, Account, & Bank Reconciliations • Financial Reporting • Payroll Processing • Budgeting & Projections • Cash Flow Management • Vendor & Contract Management

Professional History

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|------------------------|---------------------------|----------------|
| Azoulay Solutions, LLC | Owner and Bookkeeper | 2011 – Present |
| Virtual Admin, LLC | Owner and Office Manager | 2004 – 2011 |
| Comcast Cable | Marketing Analyst | 1998 – 2002 |
| Xerox Corporation | Business Process Analyst | 1997 |
| Intel Corporation | Resume Center Coordinator | 1996 |

Accomplishments

- Developed comprehensive database to track applicants and skill levels for a grant application, allowing for a simplified year-end audit.
- Streamlined business processes and increased efficiencies in staff training across multiple worksites through procedure and protocol revision, resulting in a 30% year-end savings
- Created accounting process in medical practice to include proprietary billing software, providing more accurate financial reporting.
- Created a central point of information for a construction business to follow job progression seamlessly, resulting in tighter accounting controls and improved management of cash flow.

Education / Licenses

- Bachelor's in Business Management, University of Phoenix

Software

- QuickBooks Pro Online, QuickBooks Online Accountant, QuickBooks Pro 2020 Desktop
- Intuit ProAdvisor
- Microsoft Office Suite