

ALEJANDRO COVARRUBIAS

Bilingual Controller with international experience in maximizing financial performance through conducting SWOT analysis and providing operational recommendations that strategically position companies for future success. Proficient in all phases of general accounting, finance, treasury and management.

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Authorized to work in the US for any employer

CAREER HIGHLIGHTS

- Secured increases in lines of credit resulting in a 100% increase in sales potential
- Increased revenues by 20%, in one month, by streamlining processes and renegotiating contracts.
- Collaborated with leaders to conduct organizational reviews and located efficiencies that reduced payroll by 35% and increased revenue by 10% annually.
- Spearheaded a project in establishing two companies, one being international, ensuring compliance with local and international laws when implementing process for Accounting, Billing, AR / AP, and HR

WORK EXPERIENCE

Assistant Controller

Events BSB Company LLC - Houston, TX

May 2019 to March 2020

Events BSB DBA Any tickets specializes in the sale of tickets for sports, concerts, and entertainment events. It is one of the nation's largest companies with over 20 years of experience in the industry.

Note* The organization was forced to make major cuts due to the corona virus which resulted in my short tenure.

Responsible for managing a team of six (6) staff accountants and overseeing a cash flow of \$25M per month accounting for roughly 1.2M orders. Managed the reconciliation and reporting 300+ accounts ensuring a strong attention to internal controls and WIP accounts, Treasury Management

Conducted a SWOT analysis of the department and implemented a strategic plan that led to the reorganization of roles, increase of headcount, completion of training and cross training of staff, as well as implementing process improvements to adapt to the organization's growing needs. Prepared monthly, quarterly and annual financial statements together with the accompanying management letter summarizing results and variances.

Prepared the following reports for the organization: period management reports sales , unsold inventory, cash-flow, cash requirements, Financials and provided recommendations.
Performed month-end close duties, including the analysis of financial statement variances and the preparation of account reconciliations, elimination entries and standard and non-recurring journal entries. GL / BS , Credit-Card and Bank reconciliations

Regional Controller

9th Wonder - Houston, TX

December 2017 to April 2019

The 9th Wonder is a strategic marketing, media, and idea company assisting global clients.

Responsible for the management of two business units providing each leadership team with strategic guidance by unveiling organizational gaps as well as strategies to increase revenue. Furthermore, reporting actuals and forecasts to investors. Managed all aspects of accounting including payroll , Treasury Management

Built and led a billing department, creating efficiencies and standardizing processes for the purpose of increasing cash-flow.

Managed two direct reports and provided coaching, training, and resources which brought structure to the organization and documented processes.

Designed, implemented, and managed financials reporting and metrics including but not limited to cash-flow budgeting, projections and metrics.

Established pricing guidelines for contractual agreements based upon financial analysis, modeling, overhead, and costs which increased profitability .

Performed month-end close duties, AP , AR , Billing ,including the analysis of financial statement variances and the preparation of Balance sheet / GL reconciliations, eliminations , non-recurring journal entries, WIP Accounts and SOW Clients

Assistant Controller

Lopez- Negrete Communications - Houston, TX

April 2014 to December 2017

Lopez Negrete Communications is an agency that specializes in advertising to the Hispanic market. It stands as the largest Hispanic, independently owned and operated, full service agency in the US (7 business Units)

Managed the accounting department (Team of 5) and assisted in establishing two companies (one in Mexico) ensuring compliance with local and international laws. Oversaw Accounting, Billing, AR / AP, and HR. Developed policies and procedures with strong attention to internal controls. Treasury Management

Oversaw the maintenance, balancing and reconciliation of the general ledger to subsidiary journals and prepare budget variance explanations.

Performed month-end close and reconciliation duties, including the analysis of financial state-

ment variances and the preparation of account reconciliations, elimination entries and journal entries.

Assisted with the development of the annual budget, financial statement preparation including the statement of operations Prepared the following reports for the organization: period management reports sales reports, cash flow, cash requirements, financials, accounting, and audit schedules.

Performed month-end close duties, AP , AR , WIP Clients , SOW clients , Billing, including the analysis of financial statement variances and the preparation of Balance Sheet reconciliations, elimination entries and standard and non-recurring journal entries, Credit Card and Bank reconciliations

Controller

Taco and Tortilla Factory - Houston, TX July 2009 to March 2014

Taco and Tortilla Factory Inc. had five restaurants located in Mexico and the United States

Built the business from the ground up and successfully helped it achieve 1M in revenue year over year by overseeing operations of five (5) restaurants. Ensured compliance with local, federal, and international laws and regulations related to all aspects of the business.

Audited procedures and inventory and implemented changes that decreased inventory by 30%. Forecasted daily, weekly and monthly sales and compared them to actual sales which allowed me to effectively allocate resources and reduce waste and unnecessary overtime.

Increased revenues by 20% in the first month by renegotiating vendor contracts.

Conducted an organizational review and worked with stakeholders to implement changes that reduced rent by 15%, payroll by 35% and increased revenue by 10% annually.

Performed month-end close duties, AP , AR , including the analysis of financial statement variances and the preparation of Balance Sheet reconciliations, elimination entries and standard and non-recurring journal entries, Credit Card and Bank reconciliations

Bachelor's in BBA

Universidad Valle de México - México, MX

SKILLS

- **Microsoft Office, Excel, Lotus, Corel Draw, Power Point, Fidelio, Micros, PMS, Advantage, Web Advantage , Sapphire, POS, CashPro, CRM , ADP , Paychex, Paycom**

COMMUNITY INVOLVEMENT

Marina's Kids Volunteer

Non-profit organization devoted to helping disadvantaged children around the world.

Hope for Three Volunteer

Non-profit and advocacy group providing resources and support to families living with autism spectrum disorder.

St Lauren Catholic Church The Social Concerns Ministry's (SCM) Volunteer

The ministry engages the St. Laurence community in service to others by offering a variety of opportunities for parishioners to share their time, treasure and talents to help them accomplish their mission.

OTHER SKILLS

- **Microsoft Office, Excel, Lotus, Corel Draw, Power Point, Fidelio, Micros, PMS, Advantage, Web Advantage, Sapphire, POS, CashPro, CRM, ADP, Paychex, Paycom**
- **Financial Report Writing**
- **Bank Reconciliation**
- **General Ledger Reconciliation**
- **Account Reconciliation**
- **Journal Entries**
- **Accounting**
- **Financial Analysis**
- **Pricing**
- **Office Management**
- **Financial Statement Preparation**

- **Budgeting**
- **Forecasting**
- **QuickBooks**
- **Accounts Payable**
- **Accounts Receivable**
- **Business Analysis**
- **Payroll**
- **Auditing**
- **Balance Sheet Reconciliation**
- **Financial Modeling**
- **General Ledger Accounting**
- **GAAP**
- **Management Experience**
- **Time Management**
- **Treasury Management**
- **Supervising Experience**
- **Profit & Loss**