

I help business owners gain 20-30% net profit by activating their untapped revenue streams and creating a system that will improve their cashflow.

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RELIABILITY. INGENUITY. GROWTH

## MARIA REGINA SILVANO-ALPEZ

ACCOUNTANT | CONSULTANT | BOOKKEEPER

### PROFESSIONAL CAREER

#### Chief Accountant

*Coldway Limited LLC/ MS Fine Arts | Feb 2021- Present*

- Review all the bookkeeping functions and account reconciliation by the Senior Accountant
- Consolidates the Financial Reporting statement such as Balance Sheet, Profit and Loss, Cashflow Statements, Changes in Stockholder's Equity for Board of Directors Presentation
- Submits Annual reporting requirements for Pink Basic Disclosure for OTC Markets and US SEC for compliance
- Creates Financial Forecast and Budgets for the company for 3 yrs-10 yrs period
- Creates Improvement initiatives for Process workflow
- Creates and Design Revenue Opportunities for NFTs/ Crypto for the MS Fine Arts Inc that will give the company \$37 Million Revenue based on the Full Financial Forecast and Analysis
- Helping and driving the company on building and changing the financial infrastructure of the company as a start up business.

#### Accounting and Finance Manager

*Real Estate IQ | April 2019- April 2021*

- Setting up the Company's accounting system- Quickbooks online
- Process payroll for All Virtual Assistant and Remote employees thru Transferwise
- Performs Bookkeeping and Bank reconciliation and regularly updates the cash flow report, working capital and budget reports
- Calculate and Prepares monthly Sales Report and Sales Commission report for all Business Developers, Account Managers and Affiliates
- Accounts Receivable and Payables Management
- Preparation and presentation of Financial Reports(Balance Sheet, Profit and Loss and Cash Flow Statements and provide High level reporting to Board of Directors
- Revenue and Cost Analysis Review and Interpretation
- Prepare and Assist in Tax Planning and Preparation for IRS
- See areas of improvements and provide recommendation valuable to the company's goal and missions.

#### Chief Accountant

*Majalco Inc | July 2018-April 2019*

- Set up the Financial Structure of the Local Real Estate and Property Management for Majalco
- Transitioned the company from a Manual Accounting system (38 years to an Automated Accounting System using Helix Software.

#### Senior Accountant

*EG Funds Management | January 2017-July 2018*

- End-to End process owner for US Real Estate Operations (Bookkeeping to Financial Reporting and Financial Planning & Analysis and Stakeholders Management) using Xero, MYOB and Appfolio
- Manage and supervise 3 direct resources in the US Team
- Went to Austin, Texas to do Forensic Investigation and Resolved \$300K Fraud incident done by the previous Property Manager.
- Initiated re-migration to Standardized and integrated internal controls on the processes.
- Created and authored standard operating procedures on US real estate operations processes.
- Provide Analysis report using Viewpoint and Appfolio, Buildium for Property Management and Construction reporting
- Assist and Prepares BAS, GST for Australian Clients and IRS Tax reporting for US clients



### PERSONAL PROFILE

I am an Experienced Accountant helping start-up biz and SMEs to scale up their businesses by identifying revenue opportunities, target cost efficiency and business sustainability using and adapting Profit First Accounting, and ultimately helping stabilize Business Financial Health thru strategic planning and management advisory.

### ACCOMPLISHMENTS

- Recovered Total of GBP £ 2.5 Million overpaid 32 Vendor Accounts after Full Account Reconciliation (2009)
- I helped General Motors on their Start up Shared services in 2014. I authored and created Travel and Expense Policy and Cash Advance Process and Asset Management processes. (2014-2016)
- Uncovered Fraud exposure of \$300K by the previous PM which led to Appfolio system remigration to placed internal controls systems fraud-proof. (2017)
- Set -up QBO and done cleaned up REIQ Full Financial Structure from manual spreadsheet. (2019)
- Identified and streamlined revenue opportunities that gave my NFT Crypto Client a potential \$37 Million Revenue by creating Full Financial Forecast and Analysis (2021)

### GET IN TOUCH!

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# ACCOUNTING SOFTWARE AND TOOLS

Skills	Rate	Percentage
<b>Accounting System</b>		
QBO	9	90%
Xero	8	85%
Intacct	7	80%
Netsuite	8	85%
SAP Business	7	80%
Wave	8	85%

<b>Financial Analysis</b>		
Tableau	7	80%
Power BI	7	85%
Fathom	7	85%

<b>Real Estate Property Management and Construction</b>		
Appfolio	8	85%
Buildium	8	85%
Property Aware	7	80%
Viewpoint Jobpact connect	7	80%

<b>CRM</b>		
Hubspot	7	80%
Infusionsoft	8	85%
WooCommerce	7	80%

<b>Payment Gateway</b>		
Stripe	9	90%
Authorized.net	7	80%
Wepay	9	90%

<b>Project Management Tools</b>		
Asana	8	85%
Notion	7	80%
Clickup	8	85%
Trello	8	85%

<b>Office software tools</b>		
Microsoft Office 365	8	85%
Microsoft Office	9	90%
Outlook	9	90%
GoogleSheet	9	90%
googledrive	9	90%
googledrive	9	90%
googledoc	9	90%
gmail	9	90%

## Senior Financial Analyst

General Motors GBS Inc (MULTINATIONAL US-BASED AUTOMOTIVE COMPANY) Dec 2014-Jan 2017

- Awardee: Outstanding Achievement Award for Establishing Cash Advance and Expense Reporting processes and Establishing and Organizing all documents for the organization
- Team GM Awardee: For project clean-up of Open Commitment report on CWIP processes
- Pioneer Employee of General Motors GBS Philippines-aided the company in their start-up operations of GM shared-services in the Philippines.
- Created and Authored the Company's Cash Advance and Travel and Expense Policy and other processes pertaining to Asset Management.
- Migrated GM Thailand Asset Management's Project Accounting and CWIP Management process in Manila.
- Initiated improvements and standardization on several processes on Asset Management.

## Finance Associate

Deutsche Bank Group (MULTINATIONAL INVESTMENT BANKING | June 2011-July 2014

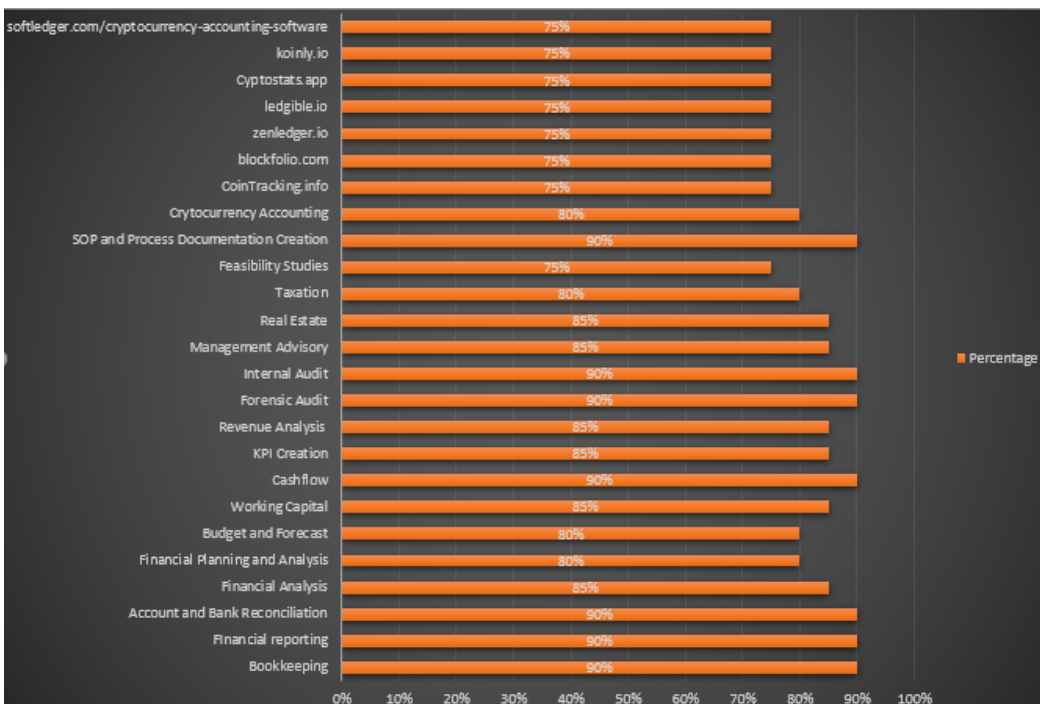
- Point of Contact (POC) of Inter-unit Clearing Team for Intercompany Investigation and Reconciliation of Germany, London, US and EMEA regions
- Manage stakeholders' expectations by providing regular updates on the Intercompany variances and ensures that variances were investigated and resolves within the required SLA and timelines.
- Integrated process improvement initiatives for the Balance Sheet and P&L reconciliation and achieved Cost Efficiency of 62%-time savings in data upload and variances clearing and resolution.
- Spot Award as PDMS (Process Documentation and Migration System) Coordinator
- Team of the Month (IUC team -June 2014) Rewards and Recognition for Team coordination on early release of IFRS and US GAAP reconciliation
- Participated and collaborated in Project management, Process Standardization, Just-Do-It (JDI) Initiatives, Process reviews and deep dive/analysis of process remediation
- Commendation from Onshore counter parties for a BD7 FS release for Germany entities Intercompany transaction.

## Accounts Payable Administrator

Financial Times Limited (LONDON-BASED DIGITAL AND PUBLISHING COMPANY) | October 2008-June 2011

- Investigated, Reconciled and Recovered GBP 2.5 Million Overpaid Vendor Accounts back to FT's bank account in 2009 during Global Recession
- Enhanced and Integrated internal controls on Accounts Payable processes and system by reviewing all vendor master data set-up and put additional controls on approval processes. Collaboration with FT's Internal Auditor.
- Reviews and approves all Direct Debit and Standing Order payments request.
- Query Management Administrator (SME role) where I acted as the Point contact person on all AP related queries and I ensure that all queries were addressed and answer appropriately within the required SLA to manage escalation and resolutions of queries

## Accounting and Finance Skills



## ACADEMIC BACKGROUND

Bachelor of Science In Accountancy | Dean's Lister and Academic Scholar

Philippine School Of Business Administration-QC  
From 1998- April 2002