

## Contact

[www.linkedin.com/in/kassandra-raluca-p-1a163b148](http://www.linkedin.com/in/kassandra-raluca-p-1a163b148) (LinkedIn)

## Top Skills

Accounting  
Account Reconciliation  
Clerical Skills

## Languages

Romanian (Native or Bilingual)

## Honors-Awards

Honors Collegiate Scholar  
Deans Award  
Presidents Award

# Kassandra (Raluca) P.

Founder

Fountain Valley, California, United States

## Summary

Executive Assistant turned Founder of Hive Social, Inc.

---

## Experience

Hive Social, Inc.

Founder

June 2019 - Present (3 years 10 months)

Fourwinds Aviation, LLC

Accounting Specialist

May 2018 - May 2019 (1 year 1 month)

Managed accounting department through oversight of accounts payable/receivable and collections

Managed collections totaling +24 million

Tracked business revenue and costs with Excel and Salesforce, diligently reconciling accounts to maintain high accuracy

Increased profit by +4 million quarterly by collecting on all open accounts in a timely manner

Reduced accounting variances by investigating and resolving internal discrepancies

Supported operations by managing professional communications, tracking data and managing records

Methodically reviewed documents and accounts for discrepancies and resolved variances

Performed all designated clerical duties efficiently as required by the supervisor, Vice President, and President

Created reports for the Vice President to track payment allocation to invoices

Composed discrepancy reports for incoming aviation part shipments

Created credit limit reports for all clients

Developed and updated spreadsheets and databases to track, analyze and report on revenue data

Updated status reports by entering new yields and quotes

Resolve all invoice discrepancies through prompt, concise communication

Protected all confidential information to prevent loss of business assets  
Enter data from repair orders for maintenance and repairs for aviation parts into computer system  
Accurately maintain work orders and financial records  
Scan, file, and fax documents accordingly

## Horsemen Investigations

### Collections Specialist

February 2017 - May 2017 (4 months)

Responsible for collections on 60+ accounts totaling approximately \$800+ thousand in balance  
Reviewed invoices making sure all information was accurate and requirements were met  
Prepared cash forecast spreadsheet on a weekly basis  
Reported any invoice discrepancies such as short payments, claim number errors to manager  
Reviewed aging reports and identified customer accounts for efficient collections  
Prepared weekly aging reports for management with detailed notes  
Worked with Account Managers and Account Assistants to resolve any invoice discrepancies  
Responsible for outbound and incoming phone calls  
Negotiated payment plans with customers who had trouble paying the full balance  
Sent 15-20 collection emails daily to customers following up on past due invoices  
Opened mail and distributed to corresponding department  
Scanned, faxed and mailed past due invoices to customers  
Accountable for reducing delinquency of accounts  
Perform other assigned tasks and duties necessary to support the Accounting Department

---

## Education

California State University-Long Beach

Bachelors, Psychology · (2016 - 2020)