

AGATHA M. VENTERS

Plano, TX 75047

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PROFESSIONAL SUMMARY

CPA Candidate - Completed educational requirements for CPA licensure and pursuing CPA examination. Proactive and goal-oriented professional with excellent time management and problem-solving skills. Known for reliability and adaptability, with swift capacity to learn and apply new skills. Committed to leveraging these qualities to drive team success and contribute to organizational growth.

SKILLS

- Full-cycle accounting (A/R, A/P, payroll, reconciliations, month-end close)
- Financial statement preparation and analysis and explaining what is happening to stakeholders
- Sales tax filing and compliance (Texas)
- Client relationship management and retention
- Federal individual tax return preparation (1 year experience)
- Adjusting journal entries, accruals, prepaid expenses, fixed assets, balance sheet reconciliations
- Payroll tax compliance (Forms 941, 940, 943; Texas Workforce Commission reporting)
- QuickBooks Desktop & Online (setup, cleanup, and ongoing management)
- Small business operations (billing, pricing, service delivery)

WORK HISTORY

05/2015 to Current

Owner / Full-Cycle Accountant

Dallas, TX

- Built an accounting practice from scratch, acquired clients, retained them, managed service delivery, handled all accounting functions, solved problems, and grew entirely through referrals
- Perform full-cycle accounting in accrual-based environments, including month-end close, account reconciliations, adjusting entries, and financial statement preparation
- Supervised and coordinated work of contractor supporting accounting and administrative operations
- Maintained general ledger accuracy through reconciliations, adjusting entries, and review of financial activity
- Provided financial analysis and operational recommendations to small business owners to improve accounting processes, internal controls, and decision-making.
- Prepared and filed payroll and sales tax reports accurately and on schedule

- Corrected historical accounting errors and reconciled complex discrepancies to restore accurate financial reporting
- Managed all business operations including client acquisition, billing, and service delivery
- Developed and maintained client relationships resulting in 100% referral-based growth
- Specialized in organizing and maintaining accurate financial records to support clear business decision-making

02/2024 to Current **Staff Accountant (Part-Time)**

The Corner Office – Dallas, TX

- Perform full-cycle bookkeeping and accounting services for multiple client entities within a fractional CFO firm
- Maintain general ledger accuracy and perform account reconciliations
- Assist with cleanup, standardization, and maintenance of client accounting systems (primarily QuickBooks Online)

01/2025 to Current **Staff Accountant (Part-Time)**

Groom & Groom Law Offices – Mabank, TX

- Prepared workpapers and supporting schedules for individual income tax returns (Form 1040), reconciling client financial information from multiple sources.
- Assisted in the preparation of returns involving Schedule A, Schedule C, and Schedule F reporting for individuals and small business owners.
- Analyzed brokerage statements and supporting documentation to calculate gains, losses, and other tax-reportable asset transactions.
- Identified missing, inconsistent, or incomplete financial information and coordinated with clients and staff to resolve discrepancies.
- Maintained organized documentation and audit trails to support tax reporting and compliance requirements.

08/2013 to 04/2015 **Executive Assistant to the CEO**

LG Networks, Inc. – Dallas, TX

- Supported CEO in day-to-day business operations across accounting, HR, and administrative functions
- Performed full-cycle bookkeeping including invoicing, payroll processing, A/R, A/P, collections, and reconciliations using QuickBooks
- Managed sales tax filings and maintained accurate financial and compliance records
- Administered HR functions including employee records, unemployment claims, and health insurance implementation
- Handled client and vendor issues including credit card chargebacks and RFP responses
- Managed digital marketing campaigns (Google Ads, Bing) and basic SEO for company and client websites
- Performed basic website updates and edits using HTML and PHP

08/2012 to 06/2013 **Office Manager**

Mundo Latino Distributions – Miami, FL

- Managed day-to-day office operations for a small business, including bookkeeping, accounts receivable collections, purchasing, inventory tracking, vendor management, HR administration, and technology support.
- Maintained financial records and assisted with accounting functions.
- Coordinated operational activities across office and warehouse functions.

12/2011 to 05/2012 **English Language Instructor**

Apple Tree English School – Chaohu, China

Developed and delivered educational programs for students in a cross-cultural environment while living and working internationally.

EDUCATION

01/2020

Advanced Technical Certificate: Professional Accountancy

Dallas College - Dallas, TX

01/2011

B.A.: Psychology

Austin College - Sherman, TX