

MARCIO DPAULLA

Martinez, CA 94553 | (925) 408-3255 | marciodpaulla@gmail.com

Summary

I am a driven business analyst and educator with a combined level of experience exceeding 25 years directing multi-dimensional programs and ventures within the business and education field. I possess strong problem solving skills and I am confident in handling complex issues that focus on business and technology. I am a talented communicator with bilingual skills who works well with my peers as well as senior leadership, and I am especially adept at building consensus and eliciting lucid decisions from clients and stakeholders. I was recently recognized as the winner of the 2015 "Friend of Adult Education Award" from the California Council for Adult Education (CCAЕ), Contra Costa Chapter. This special recognition was bestowed upon me for volunteering services that focused on Accounting and Business Administration at Martinez Unified School District in their Adult Education School.

As a motivated and dedicated team player who is highly focused on detail, I am accomplished in creating programs that facilitate the acquisition of both business and education-related skills. Keeping updated on current trends in the business sector is vital, so I consider myself a lifelong learner. My instructional and professional repertoire is designed to better prepare my students or clients for greater success in the workplace, and this includes engaging in everything from developing websites, to training community, staff, and students in both basic and advanced business and computer skills.

Skills

Accounting	Human Resources
Accounts Payable/Receivable	Microsoft Office Specialist
Banking Transactions	Office Management Skills
Bilingual Portuguese/English	Tax Returns
Business Administration	Weebly
Contracts	WordPress
Customer Service Representative	GoogleApps
Data Entry	Oracle/SAP Accounting Module
Financial Reporting	Salesforce
Financial Statements	ASAP Registration and Management

Work Experience

Accounting, Business, Finance, Communication and Information Technology Instructor 09/2014 to current
Martinez Unified School District - Martinez Adult Education – Martinez, CA 94553

- I am responsible for teaching 4 programs and 13 courses per quarter with an average attendance of 64 adult students. Those programs consist of Bookkeeping, Accounting Specialist, Executive Administrative Assistant and Advanced Microsoft Office 2016 Program Certificates.
- I guide the development, production, and promotion of the Accounting Department. I update each program with changing policies to ensure students are on pace with current learning trends to better their skills and solidify their qualifications for the highest positions when applying for new jobs.
- I successfully developed a "Blackboard" and Canvas-based online database now used by 25 teachers and 300 students. This database allows students to learn at a self-paced speed throughout each program. Teachers are able to follow the progress of each student and administer grades. I also maintain and update the website and social media platforms as is necessary.

CEO / Business Consultant Specialist 02/2010 to current

Serafim Dpaulla Consultancy – Avare, Sao Paulo, Brazil

- Managed over 50 companies and supervised payroll for 250 employees per year. Part of this job description included determining payroll liabilities by comparing employee federal and state income and social security taxes to employer's social security, unemployment and workers' compensation payments. In addition, I resolved employment-related disputes through proactive communication.
- Performed various general office duties such as monitoring unit budget to ensure financial objectives were met, working with insurance companies to ensure completion of forms, and mailing monthly invoice statements to clients. I have been responsible for maintaining the integrity of general ledger, including the chart of accounts, filed tax returns and prepared governmental reports in compliance with strict standards.

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- Handled understaffing, disputes, termination of employees and the administration of disciplinary procedures. Represented the organization at personnel-related hearings and investigations. Directed multiple client accounting system conversions into web-enabled Prosoft financial platform. Assisted clients with personal and corporate tax issues. Supervised and coordinated projects for external auditors and examiner evaluations which included traveling throughout South America and the USA, traveling 2 weeks on average a month.
- Received and applied payments, processed bank deposits, and researched reconciliation of account balances (Accounts Receivable).
- Processed invoices and payments, reconciled credit card accounts and petty cash, management of daily cash flow requirements and transactions, generated yearly 1099's (Accounts Payable).
- Generated purchase orders and maintained vendor relationships
- Reconciled A/R, A/P and prepaid expense to General Ledger
- Prepared daily, quarterly and annual reports for upper executives
- Managed employee sales commissions, employee expense reimbursements, company policies & procedures, and handled company leases and loan documentation.

Administrative Manager

02/2000 to 08/2012

Independent Presbyterian Church – Sao Paulo, Brazil

- Managed and supervised all publications for the Church with an annual running budget of \$250,000 and a staff of 12. Developed standard operating procedures for all administrative employees.
- Maintained computer and physical filing systems. Prepared vendor invoices and processed incoming payments. Supervised all banking contracts and transactions creating reports and presentations. Recruited and hired qualified candidates for vacant and new positions.
- Supervised and coordinated all projects for external auditors and examiner evaluations which included traveling throughout South America, South Africa, Canada, USA, and Europe, traveling 3 weeks on average a month.

Administrative Assistant

06/1992 to 09/2000

Hospital Santa Casa de Misericordia – Avare, Brazil

- Promoted team effort when working with dispatch center, external public safety agencies and health care providers. Demonstrated high standards of performance, including teamwork, communication, and compassion. Transcribed medical reports for a variety of physicians in a hospital setting. Coded and billed medical claims for various hospital and nursing facilities. Analyzed data to create and organize graphs, charts, and documents for publications and presentation. Created worksheets and logged samples correctly into the computerized tracking system. Performed monthly inventory and maintained office and medical supply counts.
- Trained new staff on quality control procedures. Managed various general office duties such as monitoring unit budget to ensure financial objectives were met, working with insurance companies to ensure completion of forms and mailing monthly invoice statements to patients. Implemented necessary changes based on the evaluation of staffing requirements and floor assignments. Coordinated the review, revision, and creation of Operational Policies within the ER Department.
- Audited records for accuracy. Reviewed charts and flagged incomplete or inaccurate information. Processed patient admission and discharge documentation. Effectively interacted and communicated with department personnel and public.

Education

Credential: California Teacher Credential

2017

- University of California, Berkeley, Berkeley, CA

Bachelor of Arts: Business Administration – Finance Management

2011

- University Nove de Julho – Sao Paulo, Brazil