

JAY BLAS JACOB CABRERA

705 Alvarado Row
Stanford CA 94305

831-332-2486

JayCabrera@me.com

FINANCIAL MANAGER

~Over 8 years of Financial Experience ~

~ ~ ~ ~ ~

Analytical and accomplished accounting professional with extensive experiences as a business owner and elected numerous times to be Treasure of a variety of organizations. Proven ability to develop and integrate budgetary processes that impact efficiency and positively affect productivity. Strong combination of software knowledge with proven leadership and communication skills in a team environment. Ability to initiate financial system modifications to improve company image.

SKILLS & PROFICIENCIES

❖ Financial Reporting	❖ Account Research & Analysis
❖ Payroll Accounting	❖ Profit Margin/Loss Statements
❖ Annual Tax Preparation	❖ Temporal Budgeting
❖ Corporate & Non-Profit Finances	❖ Financial Justifications
❖ Budget Coordination	❖ Public Financial Reporting
❖ Internal/External Audits	❖ Cash/Receipts Management
❖ Balance Sheet Reconciliation	❖ Bankruptcy Filing

Accounting Software

Quickbooks, Quicken, Excel Master, Online Accounting & Payroll System using Intuit

-----PROFESSIONAL EXPERIENCE-----

Treasure & Owner – B.J.C. – 2006-present

Founded and started my own business. Coordinated all finances and Completed every year of Taxes manually. Successfully defended an IRS Audit.

Finance Manager & Chair – Community Life Network Inc. 501(c)3 – 2007-present

Founded and started a corporate tax exempt charity. Coordinate the financial management of the organization, and do training and oversight of our fiscally sponsored project finances.

Treasure & President – Governance Evolution Project PAC – 2008-2012

Founded and started a Political Action Committee and coordinated the finances including quarterly and semi-annual detailed financial filings with the Federal Elections Commission.

Chief Executive Officer – BJC Services Inc. – 2007-2008

Tried to unsuccessfully expand and launch a corporate business in the midst of the 2007-2008 financial crash. Successfully filed for and completed Bankruptcy proceedings on my own.

Treasure – Santa Cruz Student Housing Cooperative 501(c)3 – 2006-2007

Elected Treasure of a a \$350,000 budget including 3 houses & 50 rental contracts. Started Job with \$40,000 of debts, and within 6 months brought down to \$15,000.

Sustainability Advisor – UC Santa Cruz Campus Sustainability Council – 2004-2006

Co-Founded a Funding Council that gives over \$360,000 of grants for Sustainability each year. Wrote the the founding documents and Budget Process and participated for 3 years.

Internal Vice Chair – UC Santa Cruz Student Union Assembly – 2003-3004

Elected to the #2 position in the UCSC student government with responsibilities including the drafting and oversight of the \$400,000 budget.

-----REFERENCES-----

Joyce Rice, UCSC Sustainability Student Coordinator, (831) 459-1714 jmrice@ucsc.edu

Mellisa Vo – Grant Writer Girl Scouts of America, (917) 456-2040 mellyvo@gmail.com

*For info sheets on government, scientific, and entrepreneurial experiences, please ask.