
Maribel Tovar

956-334-0585

8604 Superior Dr Lot 21

Laredo, Tx 78045

more78041@yahoo.com

Education

08/91-5/95

Martin High School

Laredo, Texas

Diploma

02/01-11/01

Texas Careers - Certificate

Laredo, Texas

Secretary/Administrative Asst.

08/20 - Present

Laredo College

Laredo, Texas

Associates in Arts

Experience

Dates

M Mares & Associates Inc

Laredo, Texas

01/14 - Present

Bookkeeper

*Bank Reconciliation

*Quarterly Payroll & Sales Tax Reports

*Analyze Profit and Loss (P&L) and Balance Sheets for
for preparing personal and business tax returns

11/12-01/14

PaperNet Inc

Laredo, Texas

Accounts Receivable

*Prepare, verify, and process invoices on regular basis

*Process backup reports after data entry

*Record all Checks

*Bank Reconciliation

Skills and Abilities

*Have the ability to speak, read, and write English

*Good Communication Skills

*Computer Skills

Honors and Activities

1/1/2023 - Present

Laredo Hillside Little League

*Treasurer