

# Sandra Bernabe

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## EXPERIENCE:

08/2005 - Present      **Accounts Payable Manager**  
Hollander Smith Inc. Construction, Milpitas, CA

Responsible for managing the accounts payable process overseeing all purchases for a high volume of major tenant improvements projects and construction office expenses. Primary responsibilities include coordinating weekly check runs, tracking & verifying preliminary lien releases, subcontractor insurance, contracts, and purchase orders, issuing W-9 forms, 1099 year-end reporting, maintaining & updating vendor database & files, reconciling vendor account discrepancies, ensuring strong vendor relations, and generating weekly status reports.

11/2000 - 08/2005      **Property Management / Accounting Assistant**  
Toeniskoetter & Breeding Inc. - Development, San Jose, CA

Responsible for providing property management & accounting administrative support for a development team managing 28 commercial real estate projects. Accounts Payable responsibilities included coding, routing invoices for approval, data entry, vendor account reconciliations, vendor insurance tracking, W-9 and 1099 processing. Accounts Receivable responsibilities included generating monthly billing proofs, tenant rent statements, property tenant CPI step increase letters, late fee billings, and posting daily cash receipts. Property management responsibilities included tenant work order processing, inputting tenant leases & amendments, maintaining all in-house records management systems, and assisting development team with special projects.

08/1993 - 11/2000      **Office Manager / Specialty Medical Biller**  
Mohammad Shenasa, M.D. - Cardiac Evaluation Center  
& Ali Bassiri Sleep Disorder Medicine, San Jose, CA

Responsible for overseeing all front office, administrative and medical billing procedures for two specialty physicians. Responsibilities included payroll processing, workers compensation reporting, providing system training for new hires, supervising and developing new staff, managing work schedules, accounts payable, records management, medical insurance billing for cardiology, electrophysiology, nuclear & sleep disorder medicine patients, researching underpayments and insurance collections.

## SOFTWARE

**KNOWLEDGE:** Microsoft Office: Word & Excel, Colonial by Maxwell, KLC Frontier Systems, 10 Key by touch

**EDUCATION:** National Education Center - Medical Administration & Medical Billing

Bryman College - Medical Administration Management, Accounting, Medical Billing & Terminology

**REFERENCES AVAILABLE UPON REQUEST**