

# Valentina DuPont

## Accounting & Financial Reporting Professional

San Mateo, CA | valentina1dupont@gmail.com | (650) 867-1525 | LinkedIn Profile

Senior accounting and finance professional with experience in general ledger accounting, month-end and quarter-end close, financial reporting, account reconciliations, treasury operations, audit support, internal controls, and process improvement across corporate and multi-entity environments.

### CORE STRENGTHS

GL accounting	Month-end close	Quarter-end close
Account reconciliations	Financial reporting	Treasury operations
Kyriba TMS	Audit support	Internal controls
COSO Internal Control Certificate Program completed	ASC 842 lease accounting	Financial analysis
Advanced Excel Certification	AI-Driven Accountant Certification	AI-aware finance operations

### CERTIFICATIONS, CREDENTIALS & PROFESSIONAL DEVELOPMENT

Valentina's recent professional development period has focused on CPA completion, ASC 842 lease accounting, advanced accounting coursework, audit and attestation, taxation, accounting ethics, COSO internal controls, advanced Excel, AI-driven accounting tools, and AI for business and finance. This work supports her next career direction in accounting, reporting, controls, lease accounting, and modern finance operations.

CPA Candidate - final exam section completed; score pending. COSO Internal Control Certificate Program: Self Study Option, AICPA & CIMA - Completed.

ASC 842 Lease Accounting, AICPA & CIMA - In progress. AI for Business & Finance Certificate Program, Columbia Business School Executive Education - Registered / in progress.

Advanced Excel Certification. AI-Driven Accountant Certification.

### SELECTED ACHIEVEMENTS

- Improved financial reporting processes and reduced processing time by 30%.
- Reduced credit card transaction errors and unauthorized charges by 30%.
- Rebuilt accounting continuity for a high-turnover accounting function by standardizing journal entry workflows, updating reconciliations, and organizing support files for tax, audit, and leadership needs.
- Improved close discipline, reporting timeliness, documentation quality, cash visibility, and workflow reliability across corporate accounting roles.

### EXPERIENCE

#### Corporate Accountant | Carmel Partners

GL accounting, month-end and quarter-end close, reconciliations, financial reporting, treasury reporting, executive transaction review, process improvement, and backlog resolution.

**Improved close discipline, reporting timeliness, documentation quality, cash visibility, and workflow reliability.**

#### Corporate Accountant | Marcus & Millichap Corporate Service, Inc.

Journal entries, reconciliations, financial schedules, treasury operations, Kyriba TMS, cash monitoring, sweep accounts, interest calculations, and system integration support.

**Supported accurate reporting, improved cash visibility, strengthened treasury coordination, and contributed to reporting workflow improvements.**

- Inherited a high-turnover accounting function with inconsistent documentation and limited process structure; rebuilt journal entry workflows, reconciliations, and organized support files, improving continuity, audit/tax readiness, and access to financial information for tax, audit, and leadership stakeholders.

#### Portfolio Accountant | Bridge Housing

Portfolio accounting, financial statement review, external management company coordination, quarterly reviews, annual audits, and reporting continuity.

**Improved reporting quality, supported audit readiness, and maintained deadlines during high team turnover.**

### **Finance Associate Consultant | Pearl Therapeutics Engagement**

AP workflows, procurement controls, payroll methodology, financial analysis, budgetary control, and forecasting support.

**Designed workflows across three sites, strengthened operational controls, and supported senior management with financial information.**

### **Accounts Payable Accountant | Mekanism**

Vendor payments, AP procedures, credit card review, audit readiness, documentation, and financial controls.

**Improved AP accuracy, strengthened review procedures, and reduced credit card transaction errors and unauthorized charges by 30%.**

## **EDUCATION**

### **Accounting Coursework - University of California Berkeley Extension, Berkeley, CA | 2023**

Audit & Attestation; Intermediate Accounting II; Advanced Accounting

### **Accounting Coursework - College of San Mateo, San Mateo, CA | 2022-2023**

Taxation of Individuals, Business Entities, Trusts, Gifts & Estates; Cost Accounting; Governmental & Nonprofit Accounting; Accounting Ethics

### **Accounting Coursework - Golden Gate University, San Francisco, CA | 2017-2019**

Federal Taxation; Intermediate Accounting I; Accounting Standards & Information Systems; Financial Management

### **Accounting for Business Decision - Santa Clara University, Santa Clara, CA | 2016**

Finance for Entrepreneurship, Strategic Marketing, and Engineering - Stanford University, Stanford, CA | 2014

Bachelor of Arts in Economics - San Francisco State University, San Francisco, CA | 2013