

**Letícia Cunha Lopes**

São Carlos, São Paulo (Brazil)

Phone: +55 19 99600-2492

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**Professional Summary**

Detail-oriented Bookkeeper with over 2 years of experience in financial recordkeeping, accounts payable/receivable, and bank reconciliation. Skilled in maintaining accurate financial data, supporting business operations, and using accounting software. Open to relocation and employer-sponsored permanent residency (EB-3).

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**Skills**

- Accounts Payable & Receivable
  - Bank Reconciliation
  - Financial Reporting
  - Data Entry & Accuracy
  - Microsoft Excel (Intermediate/Advanced)
  - QuickBooks (if applicable)
  - Organization & Time Management
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**Professional Experience****Administrative Assistant / Bookkeeping Support**

[Lucimara ME] — [Leme, Brazil]

[05/2021] – [10/2025]

- Managed accounts payable and receivable processes
  - Performed bank reconciliations and financial tracking
  - Maintained accurate financial records and documentation
  - Assisted in preparing reports and spreadsheets
  - Supported daily administrative and accounting operations
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**Education**

[Associate Degree in Human Resources Management]

[Anhanguera] — [Leme, Brazil]

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## **Additional Information**

- Languages: Portuguese (Native), English (Intermediate)
- Open to relocation and visa sponsorship (EB-3)