

**Mrs. Irma Azrelyant**  
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## **PROFESSIONAL EXPERIENCE**

**President - Chief Executive & Financial Officer.**  
**Deaf and Hard of Hearing Interpreting Services, Inc. New York**  
**July 1996 – present**

Reconcile all bank statements, payroll for employees and interpreters, bill customers, reconcile account payable, reconcile account receivable, and many other financial activities for the agency. Communicate with bank officers. Market and advertise Deaf and Hard of Hearing Interpreting Services in the New City and New Jersey area.

**Junior Accountant**  
**Soundbytes, N.Y**  
**April 1997 – October 1997**

Reconcile all bank statements, send invoices to customers, pay bills to vendors, create financial statements (Balance Sheet and Profit & Loss), filling and organizing stuff for the office.

**Junior Accountant**  
**Manic Panic, New York**  
**June 1996 - April 1997**

Reconcile all bank statements, send invoices to customers, pay bills to vendors, create financial statements (Balance Sheet and Profit & Loss), create and setup payroll for all employees at the office, filling and organizing stuff for the office.

**EDUCATION:**  
**Baruch College, CUNY, New York**  
Bachelor of Science: Accounting, 1996  
GPA: 3.25

**RELEVANT SKILLS:**  
Knowledge of Windows XP, QuickBook Enterprise, Microsoft Word, Quicken, good grasp of accounting principles and applications, very good numeral ability, attention to detail, and work well under pressure.