

Donica M. Costello
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EC-6 TExES – Passed
ACT San Antonio

Work Experience:

Inventory Coordinator

Sept 2005 - Present Metso Minerals Industries Inc., San Antonio, Texas

- Trajectory of inventory movement in and out of various warehouses
- Verify all inventory has been properly received
- Conduct physical count bi-annually of inventory and spot reconciliations
- Prepare and invoice customers for shipments
- Assist the Chief Financial Officer
- Prepare and submit monthly financial reports
- Assist with audits
- Assist with month end closing procedures
- Prepared sales tax reporting
- Record bank transactions
- Data Processing
- Assigned other projects when needed

Accounts Receivables / Accounts Payable

Jul 1998 – Sept 2005 Texas Shredder, San Antonio, Texas

- Confirming and invoicing customers
- Recording cash to customer accounts
- Collection calling
- Paid all vendors weekly
- Maintained check register
- Posting of all daily purchases
- Responsible for month end closing procedures
- Assist with yearly audits
- All filing and back up receptionist
- Data Processing
- Assigned other projects when needed

Education:

University of the Incarnate Word, San Antonio, TX 2009-2012

Bachelor of Arts in Interdisciplinary Studies EC-6 minor in Reading and Special Education

Professional Certification and Teaching Endorsement State of Texas EC-6

Alternative Certification for Teachers, San Antonio, TX 78230 June 2013

Certification process to teach EC-6

Work Skills:

SAP MRP System

Sage Financial Program

Microsoft Office; Word, Excel, PowerPoint, Adobe Acrobat, Outlook, Lotus Notes

10 Key

Certificates:

MAS 90 Training in A/R, A/P, I/M, P/O, S/O

OSHA Certified in General industry Safety & Health