

Lisa Marie Hilke

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SUMMARY

Dynamic and detail-oriented Accounting Assistant, Bookkeeper and Executive Assistant all in one, with over 15 years of experience in administrative support and financial management. Skilled in bookkeeping, billing, and managing high-net-worth client accounts, with a proven track record of increasing efficiency through conscientious organization. Successfully enhanced office operations as an Executive Assistant, managing critical tasks for multiple partners. Strong ability to contribute effectively to executive operations, poised to bring valuable insights and support to the CEOs.

WORK EXPERIENCE

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| 05/2014 – Present | Accounting Assistant and Bookkeeper, She's Got Moxie, LLC Van Nuys, USA |
| | <ul style="list-style-type: none">• Provide comprehensive administrative support and bookkeeping services, ensuring accurate financial documentation and reporting. Active Notary Public and current West Valley-Warner Center Chamber of Commerce member. |
| 07/2012 – 05/2014 | Administrative and Billing Assistant, Woodland Hills, United States
gish SEIDEN, LLP |
| | <ul style="list-style-type: none">• Prepared work in progress (WIPs) and billing inputs, producing standard and customized billing reports.• Reviewed weekly time sheets for accurate posting, handled client setup within Practice management software, and managed firm collections, deposits, and aging.• Coordinated meeting preparations and managed scheduling for calendar events.• Maintained and updated Continuing Professional Education (CPE) hours spreadsheet for staff CPAs and ensured timely updates to reporting software.• Assisted in the finalization of tax returns, verifying personal income tax returns for completeness prior to mailing. |
| 03/1988 – 01/2012 | Executive Assistant and Bookkeeper, Century City, United States
Gary Iskowitz & Company, LLP |
| | <ul style="list-style-type: none">• Served as the executive assistant to three partners and five support staff, overseeing the assembly of all tax returns.• Prepared and organized extensions for client tax filings.• Conducted specific research and completed tasks as directed by the office manager.• Organized and maintained comprehensive records of continuing education for all employees.• Coordinated logistics with suppliers and service technicians to ensure seamless operations.• Promoted to Bookkeeper for high-net-worth clients due to exceptional performance.• Managed accounts payable and receivable invoicing as well as monthly bank reconciliations.• Executed time-sensitive tasks for clients and managers, effectively interfacing with high-net-worth clients' vendors. |

EDUCATION

2014 – 2019	Los Angeles Pierce College A.A., Arts and Humanities	Woodland Hills, CA
2014 – 2019	Los Angeles Pierce College A.A., History	Woodland Hills, CA
2014 – 2019	Los Angeles Pierce College A.A., Social and Behavioral Studies	Woodland Hills, CA
08/2019 – 12/2024	California State University, Northridge B.A., History	Northridge, CA
2025 – Present	California State University, Northridge M.A., History - Graduate Studies	Northridge, CA
2025 – Present	Los Angeles Pierce College A.A., Accounting	Woodland Hills, CA

SKILLS

Bookkeeping	Accounting
Administrative Support	QuickBooks
Microsoft Office	Teamwork
Works Independently	Proofreading
Communicative	Discretion
Software Adaptive	Time Management
Communication	Organization
Collaboration	Resourcefulness
Hospitality	Assertiveness
Flexibility	
TSA Precheck	
Global Entry	
US Passport	