

# CHRISTOPHER MONTES

## CONTACT

**Location:** Victorville, CA 92392

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## EDUCATION

Bachelor's Student: *Accounting*, 2023  
Western Governors University

Associate of Science: *Business*, 2011  
Victor Valley College

Certified: *QuickBooks Online*, 2022  
ProAdvisor

## MILITARY SERVICE

Rank: Corporal (E4)  
MOS: Supply Administration & Operations  
Dates: 2008 – 2012  
Service Status: Honorably Discharged

## SKILLS

- Department Oversight
- Business Leadership
- Decision Making
- Quality Assurance
- Finance and Accounting Oversight
- Verbal and Written Communication
- Goal Setting
- Team Leadership
- Mathematical Calculation and Reasoning
- Sales Promotion
- Records Organization and Management
- Administrative Management
- Customer Service Management
- Budget Control

## PROFESSIONAL SUMMARY

Versatile and innovative management professional skilled at seeing the "big picture" while remaining focused on the small details. Expertise in business development and streamlining processes and systems. Proficient in business development, team management, communication, customer service, digital marketing, web design and development, computer networking, and sales.

## WORK HISTORY

**Bookkeeper/Owner**, 05/2022 to Current

**Chris Montes Bookkeeping** - Victorville, CA

- Reconcile and balance all accounts
- Complete month end closings
- Analyze financial data and produce financial reports
- Administer accounts receivable and accounts payable
- Process employee payroll

**Operations Manager**, 05/2021 to 06/2022

**MedSquared** - Victorville, CA

- Plan, monitor, appraise & review job contributions
- Implement production, productivity, quality, and customer-service standards; resolve problems; complete audits; identify trends.
- Forecast requirements; prepare an annual budget; schedule expenditures; analyze variances; initiate corrective actions.
- Develop, Implement, enforce, and evaluate policies and procedures; develop processes for receiving the product, equipment utilization, inventory management, and shipping.

**Office Manager**, 05/2020 to 05/2021

**Kléte LLC** - Victorville, CA

- Managed budgets, appointment scheduling, employee and event itineraries, and accounts to improve productivity initiatives.
- Established workflow processes, monitored daily productivity, and implemented modifications to improve the overall performance of personnel.
- Established and developed a strong administrative team by delivering ongoing coaching and motivation and fostering career advancement.
- Managed CRM database, including troubleshooting, maintenance, updates, and report generation.

**Outreach Pastor**, 05/2019 to 04/2020

**Blueridge Christian Center** - Pinetop-Lakeside, AZ

- Developed a comprehensive strategy to engage in the local community
- Inspired and equipped our church community to serve the local community
- Developed a team of volunteer leaders within the congregation
- Collaborated and integrated a process of assimilating new members promptly

**Network System Administrator**, 01/2016 to 03/2019

**Victorville First Assembly of God** - Victorville, CA

- Determined organizational needs about network and computer systems
- Installation and oversight of all network hardware and software
- Maintained network and computer system security
- Collected and analyzed data to ensure optimal performance of network