

SANDRA A. LUNA

Accounting Professional | AI & Blockchain Specialist | Remote

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PROFESSIONAL SUMMARY

Results-driven accounting professional with over 10 years of experience spanning public accounting, hospitality, homeowners' association management, and nonprofit finance. Uniquely positioned at the intersection of traditional finance and emerging technology — with certified expertise in cryptocurrency, AI application development, and financial automation. Founder of Luna Abstracted and BrightBooks Collective, building AI-powered accounting tools and digital financial products for small businesses. Proven ability to deliver precision and insight in both team-based and independent work environments.

CORE COMPETENCIES

- Full-Cycle Bookkeeping
- Month-End & Year-End Close
- Bank Reconciliations
- AI-Enhanced Workflows
- Financial Reporting (GAAP)
- Accounts Payable/Receivable
- Crypto & Digital Assets
- Budget Tracking & Variance
- QuickBooks / Sage / PeopleSoft
- Process Automation & AI
- Payroll & Cash Handling
- Financial Process Consulting

PROFESSIONAL EXPERIENCE

Founder

Dec 2025 – Present

Luna Abstracted | Remote | Part-Time

- Building a portfolio brand at the intersection of accounting, AI, abstract art, and content creation
- Developing AI Accountant — an intelligent assistant that automates financial workflows, report generation, and real-time business insights
- Produced a two-season podcast exploring accounting, AI, and the future of work via NotebookLM
- Building Advisory Council — a community-driven advisory platform on Telegram with TypeScript bot integrations
- Created a React-based Command Center dashboard deployed on Cloudflare Pages with PWA capabilities

Founder

Apr 2025 – Present

BrightBooks Collective | Remote | Part-Time

- Founded a digital products business on Etsy specializing in financial tools and templates for small business owners and creatives
- Created the Creative Business Finance Toolkit — budgeting templates, financial planning tools, and business resources
- Managing multi-platform distribution across Etsy and Gumroad to build scalable, product-led revenue

Staff Accountant

Apr 2025 – Dec 2025

Carrfour Supportive Housing, Inc. | Miami, FL

- Supported Finance Manager with monthly budget tracking and variance analysis for multiple community grant programs
- Processed expense reports, reconciled funding allocations, and created summary dashboards
- Collaborated with program managers to ensure timely submission of financial documentation
- Improved invoice tracking system, reducing late payments by 30%
- Prepared regular reports for stakeholders to aid in budgetary decision-making

Staff Accountant

Apr 2023 – Apr 2025

Mayfair House Hotel & Garden | Miami, FL

- Oversaw accounts payable for seven outlets in a fast-paced hospitality environment, ensuring accurate and timely processing
- Verified purchase orders, resolved discrepancies, and maintained documentation in compliance with accounting standards
- Ran monthly aging reports, reconciled vendor statements, and tracked top 20 vendors to ensure accrual accuracy
- Managed BirchStreet procurement system — purchase orders, invoice matching, exception clearing, and batch reconciliation
- Processed credit applications, negotiated payment terms, and onboarded new vendor accounts

Property Accountant

Sep 2020 – Apr 2023

Juda, Eskew & Associates, P.A. | Hybrid

- Provided full accounting services including financial reporting, bank reconciliations, and write-ups for assigned condominium and HOA clients
- Managed special assessments and processed transfer requests to fund balances
- Recorded monthly journal entries, reconciled AR/AP, and booked unassigned items
- Entered annual budgets into Accounting CS software for assigned clients
- Liaised with property managers and board members as required

General Accountant

Mar 2018 – Sep 2020

W Miami Hotel | Miami, FL

- Oversaw cash receipts, bank contracts, cash audits, and variance investigations for nine outlets
- Managed payroll processes including deductions, allocation schedules, and reporting for 150+ staff
- Processed payments, manual check requests, vouchers, and issued gift cards using PeopleSoft
- Delivered exceptional service to departments, property managers, and vendors

EARLIER CAREER

Key highlights: Streamlined cloud-based accounting transitions (QuickBooks, Sage, Financial Edge, Creative Solutions). Delivered full-cycle accounting across small business, nonprofit, and government sectors.

Staff Accountant — Remote	OM Lawn Services, Inc.	2017 – 2018
Staff Accountant	Raffa, P.C. (MD, VA, D.C.)	2016 – 2017
Junior Accountant	Femwell Group Health, Inc.	2015 – 2016
Accounting Staff	Wald, Cohen & Schneider, P.A.	2006 – 2015

CERTIFICATIONS & TRAINING

Intuit Academy Certification	In Progress (2026)
Cryptocurrency & Blockchain Certification	Completed (2026)
Claude Code AI in Action Certificate	Completed (2026)

EDUCATION

Florida International University

Bachelor's in Public Administration with concentration in Accounting

TECHNICAL PROFICIENCY

Accounting: QuickBooks (Desktop & Online), Sage, PeopleSoft, Financial Edge, Creative Solutions, Accounting CS, M3, BirchStreet

Technology: Claude AI, React, TypeScript, Cloudflare Pages, GitHub, NotebookLM, MS Excel (Advanced)

Platforms: Etsy, Gumroad, Telegram, Cloudflare, GitHub

Languages: English (Fluent), Spanish (Fluent)