

# 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 in full-cycle accounting, financial reporting, and operational excellence. 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.

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## CORE COMPETENCIES

- Bookkeeping & Reconciliation
  - AI-Enhanced Financial Reporting
  - Crypto & Digital Asset Accounting
  - QuickBooks Setup & Optimization
  - Financial Process Consulting
  - AI Implementation Coaching
  - Financial Client Acquisition Strategy
  - Process Automation & Workflow Design
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## PROFESSIONAL EXPERIENCE

### Founder

*Luna Abstracted | Dec 2025 – Present | Part-Time*

- Building a portfolio brand unifying accounting expertise, AI automation, abstract art, and content creation
- Developing AI Accountant — an intelligent accounting assistant that automates financial workflows, report generation, and real-time business insights for small businesses
- Launched and produced a two-season podcast exploring the intersections of accounting, AI, and modern work via NotebookLM
- Building Advisory Council — a community-driven advisory platform on Telegram using TypeScript and bot integrations
- Created a React-based Command Center dashboard deployed on Cloudflare Pages with PWA support

### Founder

*BrightBooks Collective | Apr 2025 – Present | Part-Time*

- Founded and operate a digital products business on Etsy (brightbooksco.etsy.com) specializing in financial tools and templates for small business owners and creatives
- Created the Creative Business Finance Toolkit — a curated collection of digital downloads including budgeting templates, financial planning tools, and business resources
- Managing multi-platform distribution strategy across Etsy and Gumroad to build scalable, product-led revenue

## Staff Accountant

Carrfour Supportive Housing, Inc. | Apr 2025 – Dec 2025 | 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
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## CERTIFICATIONS & TRAINING

<b>Intuit Academy Certification</b>	<i>In Progress (2026)</i>
<b>Cryptocurrency &amp; Blockchain Certification</b>	<i>Completed</i>
<b>Claude Code AI in Action Certificate</b>	<i>Completed (2026)</i>

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## WHY WORK WITH ME

- **Rare Hybrid Skill Set:** Combines deep accounting expertise with hands-on AI and blockchain capabilities — a combination that fewer than 1% of accounting professionals can offer
- **Builder Mentality:** Actively creating tools, products, and platforms — not just consuming them. Demonstrates initiative, technical fluency, and a forward-looking approach to the profession
- **Adaptable & Self-Directed:** Thrives in remote environments with strong discipline, communication, and time management. Equally effective as a team collaborator or independent contributor
- **Continuous Learner:** Currently pursuing multiple certifications simultaneously while building real-world projects — proof of insatiable curiosity and follow-through