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Mission Statement: I can bring 17 years of accounting experience to your company. During my career I have dealt with all aspects of accounting.... payroll processing, budget preparation and analysis, accounts payable and receivable processing and tracking, preparing monthly financials, etc. Besides experience I have a Bachelor of Arts in Business Administration, was appointed in September, 2008 to the City of Fairborn Audit Committee by the Fairborn City Council, and for the past 3 years and will be the 2009 Treasurer for the Fairborn Festival Committee.

Work Experience:

Buckeye Complete Bookkeeping Fairborn, Ohio January, 2008 to Present

For the past 14 months I have been operating Buckeye Complete Bookkeeping. As owner I am responsible for creating advertisements, obtaining clients, and conducting business meetings. My business performs all basic bookkeeping functions which includes payroll processing, inventory tracking, and sales reporting, accounts payable and receivable processing, budget preparation and analysis, forecasting, payroll tax processing, etc.

National City Mortgage Company Miamisburg, Ohio May, 2003 to December, 2007

Corporate Accounting. Performed basic bookkeeping functions for accounts receivable unit. Prepared deposit for approximately 500-700 checks weekly, posted all checks to appropriate accounts to the company general ledger, and prepared month end entries for general ledger uploads. Position ended due to corporate restructuring.

MCSI, Inc January, 2000 to August, 2002

Accounts Payable Department. Processed invoices for payment, processed 2,500 expense reports monthly for reimbursement, assisted with month end inventory general ledger entries, and researched vendor calls for payment. Position ended due to company filing bankruptcy.

Robert Half Accountemps Columbus and Dayton, Ohio Various times

Employed by Robert Half during College and when I relocated to the Dayton area. During my time with Robert Half I performed various accounting functions dealing with accounts payable, receivables, and inventory tracking for various companies.

Education:

Bachelor of Arts Business Administration Otterbein College Westerville, Ohio

Associates in Science Business Management Columbus State Community College Columbus, Ohio

Additional 32 credit hours in Accounting- Columbus State Community College Columbus, Ohio

Pg. 2

Awards and Office of Distriction:

Noble Grand 2007-2008 Valley Rebekah Lodge International Odd Fellowship Germantown, Ohio  
This office conducts all meeting for the year and plans various functions for the lodge.

City of Fairborn Audit Committee September, 2008 appointed to the City of Fairborn Audit Committee to assist with the City's yearly audit. This position does not have an end date. Can be a member indefinitely.

Treasurer of the Fairborn Festival Committee 2006 to 2009 this position is appointed by the festival committee that consists of 15 members and is approved by the City of Fairborn's City Council. As treasurer I over see a budget of \$25,000 or so each year that pays for the City's July 4<sup>th</sup> fireworks, July 4<sup>th</sup> Parade, and July 4<sup>th</sup> Pig Roast. Each year the term is up and for the past 3 years I have been reappointed.

Also member of:

Harvest Chapter 564 Eastern Star Dayton Masonic Temple Dayton, Ohio  
White Shrine (Shriner's Women's Division) Dayton, Ohio  
First Baptist Church Faiborn, Ohio

Computer Software Knowledge and additional skills:

Quick Books for Accountants Quick Book Corporation

Peachtree for Accountants

Microsoft Excel

Microsoft Word

Microsoft Office

Microsoft Power Point

The Print Shop 22 can create business cards, newsletters, brochures, banners, etc

Can type 80-100 words a minute.

References available upon request.

