

Gwen Marino Crockford
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Dayton, Ohio 45439

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Objective An entry-level accounting position.

Professional and Technical Qualifications

- Seven years accounting experience, six years tax preparation experience
- Database experience in AS400 and Microsoft Access
- Basic Accounting, Bookkeeping, Data Entry, Accounts Payable, General Ledger
- General office functions, recruiting, proofreading, quality control
- Microsoft Office software: Word, Excel, PowerPoint, and Access
- Other software: QuickBooks, Peachtree, Outlook, and Lotus 1-2-3
- Windows and Macintosh computing environments

Education

Sinclair Community College, Dayton, Ohio

Associate of Applied Science Degree in **Accounting** June 2010

- Coursework includes: Payroll, Fed Tax I, Fed Tax II, Computerized Accounting, Intermediate Accounting I, II, & III, Cost Accounting I & II, Payroll, Computerized Tax Preparation, Computerized Bookkeeping (Peachtree), Federal Taxation I & II, Auditing, Computerized Accounting, Business Law, Business Management, Computers, Organizational Behavior, Economics, Intro to Management, Intro to Supervision, Corporate Finance, Management Information Systems

Oakland University, Rochester, Michigan

Bachelor of Arts in Psychology

Experience

Bookkeeper Southwest Ohio Northern Kentucky Association of the United Church of Christ (SONKA)
8/06-11/08

- Full charge accounting and bookkeeping.
- Accounts Payable and Receivable duties. Prepare checks; communicate with vendors over invoice discrepancies; report to committee chairs; analyze remittance sheets.
- Prepared weekly deposits; keep spreadsheets of the deposits & money received; reconciled checkbook.
- Assisted visitors with the office equipment and software.
- Ordered and maintained supplies.
- Straightened up multi-year blended accounts payable files; and changed frequency of deposits from monthly to weekly.
- Primary on phones after August 2007

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Tax Professional VI H & R Block, Dayton, Ohio 1/01-4/07

- Prepared federal, state, and local tax returns.
 - 1040EZ, 1040A, 1040s, and Schedules A, B, C, D, & E
- Gave advice on tax shelters and recommendations on how to achieve individual financial goals.
- Prepared nightly bank deposit and close out sheets.
- Referred clients to H & R Block Mortgage & Financial divisions.

Administrative Assistant Manpower Personnel, Inc, Vandalia, Ohio 1999-2007

- Assorted accounting clerk positions
 - A/P, A/R, Collections, Copying, Distributing, filing, phones
- Assistant to the Cardiac Cath Lab at Miami Valley
 - Pulled patient files, prepared new patient files, phones, dispersed files to doctors for dictation, refilled patient records, set appointments.
- Fill in accounting assistant at The Children's' Group. December '01-February '02.
 - Collect financial information from 15 different sources, massage data, and then collate into 20 different spreadsheets. Accounts Payable, receptionist, and other duties as assigned.

Accounting Clerk Warren Holm, CPA LLC, Sharonville, Ohio 1/03-4/03

- Write up and data entry of monthly client bookkeeping—payroll, checks, journal entries, general ledger, and financial statements, as well as copying and filing when needed.

Accounts Payable/Receivable Imperial Adhesives, Materials Department Cincinnati, Ohio. 9/01-3/02

- Contract position through Addecco. Brought in for a 4 to 6 week assignment, kept for 5 months due to outstanding performance.
- Processing purchase orders, matching up invoices to purchase orders, research, filing, and processing material transfer sheets.
- Created and updated spreadsheets for Materials Manager. Adjusted general ledger inventory records to reflect physical vs. book value. Gathered and filed certificates of analysis.