

Jane Doe, CPA
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Objective

To obtain a senior level accounting and/or business operations position utilizing my skills and experience to contribute to the success of the Company.

Profile

- Team player with common sense approach to business management.
 - 29 years financial leadership experience.
 - Experience in policy and process development, departmental organization and plan execution.
 - Experience in human resources management.
 - Proficient with Excel, Word, QuickBooks, Timberline and Great Plains. Adept at learning new software.
 - 6 years of current public accounting experience with local and national CPA firms.
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Professional Experience & Accomplishments

Controller

7/00- Present

E-Dott Construction Service

West Palm Beach, FL

(General contractor with contracts for local government and commercial construction, 100+ employees)

- Responsible for financial reporting to sister company CFO.
- Assisted and finalized conversion of accounting software program from QuickBooks to Timberline.
- Human resource coordinator.
- Heavy contact with vendors and subcontractors for funding of construction draw requests.
- Cash flow responsibility.

Controller

02/95-06/00

Built-In Technologies, Inc. and

South Florida Air Conditioning, Inc.

Boca Raton, FL

(Commercial and residential air conditioning, electrical services company, 50+ employees)

- Team Leader in company's expansion from air conditioning into electrical services, fire and security systems and service
- Set up general ledger and financial reporting for 7 companies with consolidated financial reporting.
- Directed integration of acquired air conditioning company and acquired electrical contracting company with existing business lines.
- Liaison with outside professionals including insurance, legal, accounting and banking professionals.

- Billed and collected \$100,000 in construction contract revenues on completed jobs, which had never been billed.
- Negotiated bank lines of credit and researched financing alternatives for an in-house equipment leasing program.
- Participant in company policy development and coordinated the publication of the employees company policy handbook.

Controller

7/94-2/95

U.S. Lighting Maintenance, Inc.

West Palm Beach, FL

(Electrical service and construction contractor for primarily government parks site lighting)

- Hired to lead the financial operations of a struggling electrical contractor.
- Worked with software developer to pinpoint and repair software problems with Company's customized software.

Controller, Business Manager

8/87-5/88

Sumner Funeral Chapels

Hollywood, FL

Sumner & Going PA

(Commonly owned funeral services company with 2 locations and a law firm)

- Managed daily cash flow of funeral services company.
- Team leader in conversion to automated accounting system.
- Marketing and advertising coordinator.
- Obtained funeral directors and embalmers license to be effective as a business leader.
- Preparation of state and federal tax returns.

Education

Auburn University

Auburn, Alabama

Bachelor of Science/Accounting, 1987, graduated with Honors

Professional Affiliations

Florida Institute of CPA's

American Institute of CPA's