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## PROFILE

Seeking an accounting/auditing position with a public accounting firm. Eight years of diverse experience that includes accounting/bookkeeping, internal audit and customer/vendor relations.

## EDUCATION

### **BS Accounting**

Central Connecticut State University  
Magna Cum Laude, Delta Mu Delta honor society, GPA 3.7, VITA (Volunteer Income Tax Assistance) certification, CSCP pledge

### **AS Accounting/Business Management**

Northwestern Connecticut Community College, Dean's List, GPA 3.5

## EXPERIENCE

2005-2008

**Robert Half International**, Hartford, CT

**Salaried Financial Specialist**

*Consultant at:*

#### Waterbury Hospital – Waterbury, CT

- Filled staffing needs in the accounts payable department as needed
- Updated graphical reporting tool for management review at weekly revenue meeting
- Reconciliation of Cerner system reports to the GL system upload, using Excel spreadsheets and Cerner
- Updated work papers for the year end audit

#### Cytec Industries Inc. – Wallingford, CT

- Assisted the plant's cost accountant in building efficiencies to consolidate and ultimately phase out the responsibilities of the staff accountant
- Personnel expense reports-Internal audit, enforcement of policy, and procedure training
- Updated policies and procedures: Inventory management, procurement, shipping and distribution, capital expenditures, and payroll
- Developed a master list of reoccurring journal entries and accounts used for billing invoices
- Department Expense Analysis-updated period cost worksheets (actual vs. Budget)
- Production Volume Analysis
- Ad hoc analysis using various applications such as Archive Systems, Maximo, and BPCS
- Streamlined administrative processes

#### Elim Park Baptist Home – Cheshire, CT

- Bank reconciliations
- AP/AR postings

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TTM Technologies – Stafford Springs, CT

- Month-end close postings and reconciliation
- Financial Reporting
- Sales projection and analysis
- Capital expenditure tracking and reporting

Fiber Cote Industries - Waterbury, CT

- General ledger postings
- Processed vendor invoices and adjustments
- Weekly check run
- Processed customer invoices and freight bills

Webster Bank, N.A. – Cheshire, CT

- Reconciled accounts as part of a company-wide system conversion
- Processed loan payments and adjustments, new loan disbursements, payoff tickets, and rebate checks
- Prepared and processed check requests for multiple departments
- Developed a new form for balancing the ALS system

**2002-2004**

**Borgeson Universal Company, Inc., Torrington, CT**

**Accounts Receivable Associate**

- Customer relations, account maintenance in the Great Plains system
- Researched and resolved problems with invoices
- Processed payments, refunds, returns and credits
- Contacted customers regarding past due invoices
- Prepared daily bank deposits and reconciled month end reports

**2001-2002**

**Executive Greetings Inc., New Hartford, CT**

**Accounts Payable Associate**

- Responsible for vendor relations and account database maintenance
- Established a training program for employees on process flow that decreased processing time and errors