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PROFESSIONAL EXPERIENCE:

HALOGEN LIGHTING PRODUCTS CORPORATION, Elburn, IL: 2006 to the Present

Accounting Manager & Marketing.

- Created annual financial report for shareholders (averaging 101 pages) for 8 years
- Created 28 page product catalog from scratch (photography, schematics, details, pricing, design, and layout)
- Various Graphic Design & Marketing Projects
- Financial Statement Analysis and NPV Analysis
- Financial Projections & Reports to Management
- Product Cost & Markup Analysis
- Day to day Bookkeeping

ACCOUNTEMPS FOR CHILD LINK, Chicago, IL: 2005 to 2006

Accountant.

- Assisted to the CFO
- Completed IRS State and Federal Reporting
- Bank Reconciliations
- Responsible for Personnel File Compliances.
- Filled Staffing Positions
- Tracked Payroll

KNIGHTS OF COLUMBUS, Belvidere, IL & New Haven, CT: 2002 to 2005

Sales and Benefit Counselor.

- Financial Needs Analysis
- Financial Planning for members' families
- Direct Sales of Annuities
- Direct Sales of Life Insurance
- Direct Sales of Long-Term Care Insurance
- #3 in Company Sales for Long-Term Care
- Service Work to Members and Councils
- Educated members through evening seminars

ELGIN COMMUNITY COLLEGE, Elgin, IL: 2000 to 2002

General Ledger and Budget Accountant.

- Financial Statement Analysis
- Financial Projections
- Assistance to Public Auditors
- Cash Management Reporting
- Budget Creation
- Budget Reporting
- Fund Accounting
- Non-systemic journal entries

Bank Reconciliation and Grant Accountant.

- Reconciled cash & investment accounts for the past decade that included \$9,000,000 per month comprised of 10,000 transactions
- Reporting for 85 private and government grants
- Assistance to Government Auditors
- Filed Grant Reports
- Created a Database of Grants
- Recommended and implemented system-wide improvements to eliminate errors

ROCKFORD AREA AFFORDABLE HOUSING COALITION, Rockford, IL: 1999 to 2001

Accountant.

- Compliance with Non-Profit GAAP
- A133 Audit Assistance
- Assisted Auditors for three years
- Writing Grants & Grant Reporting
- Implemented Quick Books Accounting
- Communication with Board on minutes and agendas

ROCKFORD BUSINESS COLLEGE, Rockford, IL: 1999 to 2000

Instructor—Teaching:

- Business Statistics
- Management Theory
- Applied Economics
- Business Math & Applications
- Marketing Research
- Determined Final Grades

College and Other Pertinent Experience:

33 Temporaries for Smith Bucklin (Chicago, IL) – Aided the Board of Directors for three trade organizations in administrative activities, i.e. membership services, meetings, and accounting.

Financial Temps (Chicago, IL) for Caremark (Northbrook, IL) — Special assistant to Financial Director of Reimbursement, resolving computer incompatibilities / errors in electronic prescription drug benefit reimbursement from insurer to Caremark clients.

Marquette University Book Store (Milwaukee, WI) – *Manager* Responsible for revenue receipts and cash on hand. Supervising merchandising and computer staff.

Blue Cross and Blue Shield, U.W.S. (Milwaukee, WI) – *Intern Treasury staff*. Completed three IRS 5500's for the pension funds, and year end profit sharing. Managed liquid assets of \$700,000,000 in CMES.

Mesick, Steffes & Krueger, S.C. (CPA's) (Milwaukee, WI) – *Accountant* with Montgomery Media (subcontractor). Managed cash (\$50,000 per month). Created all accounts from scratch (no journal entries to reference). Implemented an integrated accounting package. Played a key management role in several long-term financial decisions. Implemented an extensive automated job cost system.

Packaging Services & Supplies (Rockford, IL) – *Account Executive* in outside packaging sales.

Education:

Northern Illinois University Graduate School of Business, DeKalb, IL
(Working towards a masters in Business Administration.)

Marquette University, Milwaukee, WI: 1996 Bachelors of Science in Business Administration with a Major in *Finance*. Marquette University Honors Scholarship. Minor in *English, Philosophy, and Theology*.

Boylan Central Catholic High School, Rockford, IL: 1992 Graduated with honors. Blue Ribbon School Award from the U.S. Department of Education twice consecutively.

Recognition:

3 in Sales in North America for the Knights of Columbus Long-Term Care Insurance
Fourth Degree Sir Knight in the Knights of Columbus
Charter Grand Knight of the Knights of Columbus Council # 13123
Achieved Eagle Scout in the Boy Scouts of America

Skills:

Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Adobe Dreamweaver, WordPress, Fund Accounting, Microsoft Excel, Quick Books Pro, Peach Tree, Writing Federal Grants, Writing State Grants, Government Accounting, Grant Accounting, Financial Accounting, Bank Reconciliation, Accounts Receivable, Accounts Payable, Job Costing, HR and Hiring, Payroll & Payroll Taxes, Photography, Morse Code CW 5WPM (and practicing), General Amateur Radio License from the FCC—Call Sign “KC9WXO”

References:

Furnished Upon Request.