

HIGHLIGHTS

- 10+ years of supervisory experience
- Very organized, hard-working, initiative-driven, efficient time management, and excellent multi-tasker
- For-profit and non-profit accounting including grant application and reporting, accounts receivable, accounts payable, payroll, financial reporting, and IRS representation

EDUCATION

Master of Business Administration in Accounting, University of Phoenix Online, Graduated January 2008

Bachelor of Business Administration in Accounting, University of Alaska Fairbanks, Graduated December 2000

RELEVANT EXPERIENCE

Accounting Functions

- Processed A/P, A/R, payroll, and general ledger entries including journal entries in QuickBooks as required for-profit and non-profit organizations and government entities.
- Worked with non-profit and government entity clients with approximate 10-30 grants and awards, including grant applications and reporting.
- Assisted management in creating the new budget, performing prior year comparisons, and producing budget journal entries and presentations for Board of Directors.
- Submitted quarterly payroll taxes and end-of-year tax forms for profit and non-profit clients.
- Prepared and analyzed monthly and annual financial statements for clients
- Prepared & reviewed individual, business, nonprofit, and limited estate/trust tax returns for the Reviewer/CPA.
- Submitted Internal Revenue Service Power of Attorney as needed for the firm's as well as my clients and represented clients regarding IRS letters, notices, as well as a dozen audits.
- Reconciled multi-million-dollar tour accounts for accuracy and reports for hotel management and resolve discrepancies.

Administrative Abilities

- Reorganized the physical office area to increase efficiency and maintained client paper/scanned files, customer reports, and office supplies inventory.
- Helped decipher and categorized client original documents in unorganized boxes, set up their filing system, and prepared their documents for their tax preparer.
- Facilitated all human resources functions including new hires, benefits, and exit interviews.
- Handled multi-lined phones and performed proficiently when using the copier, fax, scanner, and printer.

Technical Skills

- 10-key by touch/sight and typing 45 WPM.
- Expert in QuickBooks in all aspects of accounting.
- Utilized Microsoft Office (Word, Excel, PowerPoint, and Publisher) proficiently daily.
- Skilled in Resort Data Processing (RDP) hotel management software, GERS retail database software, and IPM income property management software.
- Produced accurate tax returns in ProSystem, Lacerte, UltraTax tax preparation software.

WORK HISTORY

Senior Accountant/Tax Preparer, Warwick & Schikora, PC, December 2014 - Present

Senior Accountant/Tax Preparer/Office Manager, Freeman & Associates, Inc., November 2013- December 2014
(*Pursue my CPA license*)

Staff Accountant, Robinson & Associates, PC, October 2011 – November 2013 (*promotion*)

Staff Accountant, Alaskan Cooperative Tax Service, Inc., January 2010 – October 2011 (*business sold*)

Head Cashier, Lowes HIW, Inc., October 2009 – January 2010 (*temporary*)

Staff Accountant, Yukon Accounting & Consulting, Inc., June 2008 – April 2009 (*laid off*)

Sales Associate, Sadler's Home Furnishings, Inc., October 2006 – June 2008 (*received accounting job offer*)

Accounting Consultant with A-Team of Alaska Excavation, Power Play Accounting, February 2005-
April 2005 (*temporary contract*)

Accounting Consultant with Bright's Electric, Power Play Accounting, August 2004 – September 2004
(*temporary contract*)

Seasonal Payroll Manager in Training, Denali Park Resorts, Inc., May 2004-July 2004

Bookkeeper, Senek Management, Inc., August 2003-May 2004

Accountant/Office Manager, Halco Enterprises, Inc., January 2003-July 2003 (*laid off*)

Business Manager, New Northwest Broadcasters, Inc., May 2002-September 2002 (*laid off*)

Accounting Assistant, Pike's Waterfront Lodge, Inc., March 2002-May 2002

Front Desk Manager, Pike's Waterfront Lodge, Inc., August 2001 – March 2002 (*promoted*)

Senior Teller, AlaskaUSA Federal Credit Union, January 2001 – August 2001

Seasonal Bookkeeper, Gray Line of Alaska, April 2000 – September 2000

Building Supervisor, UAF Wood Center Front Desk, August 1998 – December 2000 (*graduated*)

Front Desk Attendant, UAF Wood Center Front Desk, August 1997 – August 1998 (*promoted*)

TRAININGS, CERTIFICATIONS, & HONORS

Certified Public Accountant, Alaska State Board of Accountancy, November 2019 - Present

Treasurer, Autism Society of Alaska, February 2019 – May 2020

Hockey Week in Fairbanks Annual Blood Drive Coordinator, February 2016 - Present

Enrolled Agent, Internal Revenue Service, June 2011 – Present

UAF Hockey Booster Club Member, UAF Brice Alaska Goal Rush Tournament Council, 2014

President, UAF Face-Off Club Nanook Hockey Booster Club, May 2011 – August 2016

Vice-President, UAF Face-Off Club Nanook Hockey Booster Club, May 2010 – May 2011

Board Member, UAF Face-Off Club Nanook Hockey Booster Club, May 2010 – Present

Certified QuickBooks Pro Advisor, Yukon Accounting & Consulting, Inc., January 2008 - Present

SalesWorks Three-Dimension Customer Selling, Sadler's Home Furnishing, Inc., January 2008

Hotel & Restaurant Management Certificate, PDCI Courses, Spring 2003

PROFESSIONAL REFERENCES

Available upon request