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**SKILLS SUMMARY**

Tax Planning  
Auditing

Financial Reporting  
Financial Management

Information Technology  
Training

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**EDUCATION**

- ✓ **Bachelor of Science, Accounting**, 05/2010, Peru State College, Peru, Nebraska
  - ✓ **Master of Arts, Organizational Management**, 05/2001, George Washington University, Washington, D.C.
  - ✓ **Bachelor of Technology, Management**, 08/1993, Peru State College, Peru, Nebraska
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**SELECTED ACCOMPLISHMENTS****Accounting**

- Created new accounting firm from scratch. Built reputation in local community which now consistently produces new referrals for business.
- Progressed from unlicensed staff accountant to licensed partner in accounting firm in 4 years.
- Executed multiple financial statement reviews and audits. Responsible for “cradle to grave” production. Completed risk assessment, audit planning, field work, office work, checklist completion, tax preparation, preparation of the financial statements, and presentation of final product to clients.
- Reviewed the work of other partners’ financial statement audits of not-for-profit entities.

**Information Technology**

- Implemented paperless work flow for accounting firm. Maximize use of secure file exchange, and electronic filing/processing opportunities. Advanced abilities with MS Excel, Word, and Outlook.
- Developed concept and requirements for an automated Integrated Air Defense System computer emulation. Presented idea to USAF requirements team, who directed software developer to develop and incorporate functionality into simulation software.
- Developed/maintained all scenarios used in the Elmendorf AWACS Mission Training Center. Restored all scenarios to full utility after software upgrades. Upgraded scenario fidelity as new software enhancements occurred.

**Project Management**

- Design and implement new product lines for accounting firm operation. Successfully completed two years of operation with no late filings.
- Formulated policy, guidance, and oversight of \$100 million simulation environment software development; directed the allocation of \$5.6 million budget for fiscal year 2001.
- Negotiated memorandum of agreement resolving conflicting roles and expectations between agencies providing simulation models and threat generators, paving the way for project completion.

**EMPLOYMENT HISTORY****Centinel Pacific Accounting**, Palmer, Alaska

7/2016 – Present

**OWNER/ACCOUNTANT**

- ✓ Duties – Preparation of financial statements for small to medium-sized companies. Preparation of income tax returns for corporate, individual, partnership, fiduciary and non-profit clients. Provide financial insight through consulting engagements. Manage payroll and monitor financial records for clients.
- ✓ Results – Grew revenue by \$150,000 per year in first three years of company while holding expenses steady.

**MatSu College, University of Alaska**, Palmer, Alaska

9/2017 – Present

**ADJUNCT FACULTY**

- ✓ Duties – Provide college instruction to class sizes of 10 to 15 people. Instruct students in Financial Accounting (A201) and Income Tax Preparation (A211). Classes are evening meetings, one day per week, per course.

**Stevens, Reppel, Saur, & Vieira**, Anchorage, Alaska

1/2012 – 5/2016

**ACCOUNTANT**

- ✓ Duties – Preparation of audited, reviewed, and compiled financial statements for small to medium-sized companies. Plan, organize, and conduct field work for financial statement services at client work centers. Preparation of income tax returns for corporate, individual, partnership, fiduciary and non-profit clients.
- ✓ Results – Provided management suggestions to several clients in rural Alaska, which directly led to their transformation from unprofitable to profitable entities. Shareholder satisfaction with the boards of directors improved.

**CTSC, LLC**, Elmendorf AFB, Alaska

7/2005 – 6/2011

**INSTRUCTOR**

- ✓ Duties – Lead developer and instructor, Assistant Program Manager. Instruct students in the Airborne Warning and Control System simulator through various scenarios, from basic to advanced degrees of difficulty. Provide detailed evaluation of student performance and recommend additional training when necessary. Conduct classroom instruction on a variety of subjects.

**3<sup>rd</sup> Wing**, Elmendorf AFB, Alaska

6/2001 – 7/2005

**DEPUTY CHIEF, WING PLANS; Program Manager; Supervisor**

- ✓ Duties – Reviewed and updated Operational Plans; Managed Battle Cab (Crisis Response Center) during crises and exercises; Built and delivered presentations to senior leadership.

**ASSISTANT DIRECTOR OF OPERATIONS; Operations Manager; Human Resources Manager**

- ✓ Duties – Managed the operation of two E-3 Sentry aircraft and 5 crews (130 people); Managed local duty assignments; Set goals and monitored progress for squadron operations branch.