

Details of Early Jobs

Allan M. French

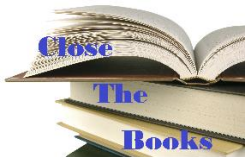
Transform Data into Business Intelligence ♦ Manage Financial Resources
Data Analyst ♦ Staff Accountant ♦ Excel Projects ♦ Internal Auditing ♦ Cost Accounting
www.LinkedIn.com/in/AllanMFrench

You may wonder, *“Why have you had lots of jobs; and why list so many of them on LinkedIn?”*

- I was fortunate to work for many well-known companies, starting very early in my career. (Jump to the bottom of this document, to see!) Several of them provided me with an award or other written commendation. Since those employers still have an active LinkedIn company page, I retain them in my professional profile.
- I have worked in recordkeeping roles since my very first job. While my technical abilities have grown tremendously, I still enjoy *“detailed data management,”* these many years later.
- I have done independent consulting projects and completed more than a dozen temp jobs. Omitting those would give the false impression that I was “doing nothing” during those times.

By using this supplement, I can omit pre-2008 details from the body of my LI profile, yet you still have convenient access to this information, if you are interested in having it.

These are listed in chronological order, with the true years shown. This includes *“most but not all.”* However, a full chronology of every single job I’ve ever had is available upon request, if you really do want to see everything!



Recent Professional Engagements Employers and Clients of 2009-Present

Please see résumé (embedded in the Summary section) or see body of LinkedIn profile

- Several Robert Half clients
 - Endicia, Inc. (a unit of Newell-Rubbermaid)
 - VMware, Inc.
 - German International School of Silicon Valley

- Aquamaids Synchronized Swimming Club
- “Close The Books” (my independent consulting service)
- Volunteer service to multiple nonprofit organizations; including *pro-bono* professional service to AARP clients; and serving on a board of directors



Housing for Independent People (known as "HIP"); (now part of Abode Services) **Staff Accountant, 2005-2008**

ACCOUNTING: I handled all aspects of payroll for staff of 15 in two offices. I prepared internal invoices to allocate costs among 21 business operating units. I reconciled 85 checking and savings accounts monthly. I prepared papers to support inter-account cash transfers.

SPREADSHEET DEVELOPMENT: I overhauled the bank reconciliation process, enabling faster completion and better management reporting. I added a cash forecasting tool to the bank register spreadsheet. I created macros as well, to enable quick navigation among almost 90 worksheet tabs.

RECOGNITION: I received a thank-you letter from my supervisor, several months after I left, because my diligent recordkeeping had made her job easier: ***“If you had not [set up the bank transfers binder] and organized the information the way you did, I would not have been able to complete the reports [...] The time you saved me tonight is greatly appreciated.”***

CLERICAL TASKS: I processed all accounts payable check requests and communicated with vendors to resolve invoicing discrepancies. I assisted the staff accountant with data entry and cutting of checks. I was initially hired as their Accounting Clerk but was promoted to Staff Accountant several months later, when that individual left.



CJ Olson Cherries, client of Close The Books

Spreadsheet Projects (Independent Consulting), 2005-2007

QuickBooks Pro Order Entry, 2004-2005

Yes, “Close The Books” really is the name of my (now-inactive) consulting business. I served Olson’s on multiple occasions over a 2.9 year span

QUICKBOOKS ACCOUNTING and CUSTOMER SERVICE (2004-2005): As their direct-hire employee, I applied customer payments against open balances, input customer telephone orders, generated invoices, and ran credit card charges/refunds.

INDEPENDENT EXCEL CONSULTING (2005-2007): Prepared mailing lists and other custom reports in Excel, utilizing data exported from QuickBooks. This project took a few days and recurred approximately every six months.

After the first time I cleaned-up their mailing list, the client reported that ***“it has been the fewest returns on mailing [even though] we did twice as much volume as before.”*** That played a role in me doing the same thing several more times, over a couple of years.



Encover, Inc

QuickBooks Enterprise • Fixed Assets & Payables Accountant • HRIS & Payroll, 2005

FIXED ASSETS / ACCOUNTS PAYABLE: Implemented procedures for use of QuickBooks' "Fixed Asset Manager" feature. Trained accounting staff to use this "new to us" feature. I served as a "backup person" for the A/P team, pitching in whenever someone was absent or the workload for the team was too high.

PAYROLL / H.R.I.S.: I handled all aspects of payroll for 70 employees in two offices, using ADP's Pay eXpert ("Payex") online software. I Input payroll journal entries into QuickBooks Enterprise. I made enhancements to company's "employee information spreadsheet." This became the primary data source when the company adopted a database-style HRIS solution.

The four segments together formed a job of roughly 2/3 of a full-time role. This was a direct-hire temporary role, but had an indeterminate length and was part-time. I was there 4 or 5 months. It ended when they hired a full-time HR professional, since the fixed assets project was completed at that point. There simply wasn't a sufficient workload to justify having me there.



Project Hired, client of Close The Books

Spreadsheet Project (Independent Consulting), 2003-2005

I served Project Hired on multiple occasions over several years, as detailed below

I created a low-cost recordkeeping solution (a macro-driven “client services” Excel-based database) for this community-based nonprofit organization. It involved several spreadsheets, password-protected access, V-lookups, and a menu of macros for the employees to utilize.

The work primarily took place in 2003 and 2004, but enhancements were made in 2005. Unrelated to this Excel project, I volunteered there on several occasions, during 2008-2012, for administrative tasks and public awareness campaigns.

I received a letter from the IT Director, after my tool had been used for quite a while, calling the macros in my Excel files ***“one of the most impressive pieces of ‘macro-logy’ I have seen in my 25 years in the business.”***



Applied Materials

Finance Coordinator (A/P Liaison in the Global Law dept.), 2000-2001

LIAISON / SPECIALTY INVOICE PROCESSING: I routed invoices to staff attorneys for payment approval and answered payment status inquiries from outside law firms. Within SAP Payables, I ran reports (from the SAP accounting/ERP system) to measure billing volume and gauge days outstanding. I regularly communicated with the A/P team when questions arose.

CASH FORECASTING / FINANCIAL MODELING: I developed a tool to help forecast cash reserves and minimize uninvested funds; and I created spreadsheet to efficiently assign items to the G/L accounts of each business unit.

A reference letter from finance manager for the legal department says ***“he worked very hard to learn the assignment and took complete ownership of it. [...] The true character of a person is shown when they are given a job that no-one wants to do, and does it well.”***

My temporary employment was extended twice, ending when it reached exactly one full year. Applied was ultimately unable to offer me a direct-hire role due to fiscal constraints; and the position was thereafter eliminated.

Contractor of M K Technical Services.



Tyco Medical (became Covidien; now part of Medtronic)

A/P Accountant, 1999

as well as

Guidant Corp. (now part of Boston Scientific)

Payables Auditor • A/P Accountant, 1999

◆◆ First role: FILE CLERK (at Guidant) ◆◆

I was initially engaged as a file clerk. When the A/P Supervisor learned that I was familiar with their ERP accounting software (ASK Manman), they asked me to help with an A/P auditing project.

◆◆ Second role: ACCOUNTS PAYABLE AUDITOR (at Guidant) ◆◆

I researched complex payment errors on purchases of raw materials inventory. I prepared transaction audit trails, for vendor review, to attempt recovery of overpayments. I supplemented the A/P team in its normal capacity, whenever they were short-handed.

The auditor position ended unexpectedly, when Tyco Healthcare bought Guidant's Cardio-Vascular Surgery business unit. I was among several temporary workers that were laid off at that time. (I believe many direct-hire staffers had the option to relocate to Texas.)

◆◆ Third role: ACCOUNTS PAYABLE ACCOUNTANT (at Tyco) ◆◆

After the layoff, a former colleague (a reservist) was called-up to serve on active military duty. My supervisor asked me to come back to fill their vacancy. I remained there until they were ready to shut down and relocate out of state.

Guidant's Cardio-Vascular Surgery unit was bought by Tyco Healthcare, which was later renamed to Covidien, and was later sold to Medtronic. Guidant is now part of Boston Scientific. I can provide press releases that explain some of this. Combined, I worked for them a total of 9 or 10 months.

Contractor of Olsten Financial Staffing, when working for Guidant; contractor of Nelson Staffing, when working for Tyco.



Hewlett-Packard Corp. (now Hewlett-Packard Enterprise)

Member of the Finance Staff (in the Tax dept.), 1997-1998

FIXED ASSETS DEPRECIATION: Complied fixed asset data, extracted from perhaps a thousand archived records. Those figures were then used to compute annual depreciation expenses.

SALES/USE TAX: I reviewed historical sales/use tax data, accumulating figures to use in internal reports.

This was a seasonal position and lasted almost 4 months (December to March).

Contractor of Accustaff, which later became part of Randstad.



American Century Investments

Mutual Fund Portfolio Accountant, 1989-1996

INVESTMENT VALUATION (fund pricing): Computed fund share prices (NAVs) for several mutual fund portfolios. Provided fund performance statistics to ratings agencies and the SEC.

JOURNAL ENTRY MAINTENANCE: I modified spreadsheet formulas and macros to accommodate new mutual funds; and verified integrity of macros used to export journal entries from spreadsheets to MAS-90 G/L software. (That program is now known as Sage 100 ERP.)

DEPARTMENT LIAISON and END-USER COMPUTER SUPPORT: Served as an unofficial liaison between Fund Accounting and MIS departments. I helped coworkers with their computer problems, so they didn't have to engage the MIS team so often. I also consulted with MIS when software modifications were planned, to ensure the changes would not have unintended consequences for the Fund Accounting team.

I worked in the Investment Accounting department time FOR 6.3 YEARS, until the role was relocated to Kansas City, MO.



Commercial Surety Bond Agency

Credit Analyst (Intern), 1987

This firm was located in the heart of San Francisco's financial district – literally next door to the Pacific Coast Stock Exchange building.

DUTIES: I performed financial statement analysis and commercial credit analysis. I communicated with CPAs, bankers, and insurance brokers of the firm's clients, in order to evaluate clients' credit-worthiness.

A REFERENCE LETTER was provided by the principal of the firm, explaining that that my work ***"concentrated on determining the creditworthiness of [large general contractors]. He was strong in his financial analysis of an account [...] and the financial implications of a credit decision."***



SLAC National Accelerator Laboratory

A/P Specialist (1983) • Inventory Clerk (three times between 1984-1986)

I worked at SLAC on FOUR OCCASIONS over a 2.6 YEAR span, during school vacations, while in college. (During successive school breaks, I was repeatedly invited back; and worked there a total of four times, counting both departments.)

I first worked there as an ACCOUNTS PAYABLE SPECIALIST, performing typical A/P coding / vouchering / batching activities.

During the next school break, I was offered a role in another department, as an INVENTORY CLERK. I maintained a database of inventory records, pertaining to their collection of radiation detector (Geiger counters). This is where I was first introduced to spreadsheet software.



U.S. Geological Survey

Document Control Technician, 1980-1983

I was a part-time (but continuous) employee for 3.3 YEARS, while in high school and the beginning of college.

I assisted in the processing of cooperative mineral reports and clear-listing of geothermal leases. My duties included document control (routing and assignment), computation of acreages (on odd-shaped parcels), and statistical reporting.

A SPECIAL ACHIEVEMENT AWARD was issued by the Deputy Conservation Manager, ***"in recognition of the manner in which you have completed your assigned tasks."***