

**OBJECTIVE** To obtain a staff accountant position in which my current analytical and technical skills and my experience in accounting can be fully utilized and expanded

## **EDUCATION**

### **Accounting credits to sit for CPA exams, 2007-2008**

Eastern Connecticut University, Connecticut (GPA: 4.0)

Three Rivers Community College, Connecticut (GPA: 3.79)

### **Master of Business Administration, 2006**

San Francisco State University, California (GPA: 3.22)

### **Bachelor of Arts, English Literature, 1996**

Petra Christian University, Indonesia

## **PROFESSIONAL CERTIFICATION AND ORGANIZATIONS**

Successfully passed all 4 parts of the Connecticut CPA exam August - October 2008

Pledge Member of Connecticut Society of CPAs

## **PROFESSIONAL EXPERIENCE**

### **Regnier, Taylor, Curran & Eddy, Attorneys at Laws**

Hartford, CT

Feb 2006–Present **Staff Accountant**

- Analyze and reconcile IOLTA accounts for clients from \$1,000 to \$400,000
- Calculate and prepare reimbursement for client settlements
- Negotiate past due client bills and track client bills to ensure payment processing
- Prepare bank reconciliation
- Responsible for accuracy of accounts receivable and accounts receivable collection
- Oversee billing preparation and processing
- Prepare and reconcile monthly cash receipts
- Assist in purchasing office equipment
- Reconcile asset records for taxes
- Perform other accounting duties

### **Corlett, Skaer and DeVoto Architects, Inc**

San Francisco, CA

Jun 2005–Sep 2005 **Staff Accountant**

May 2001–May 2005 **Assistant Accountant**

- Supervised junior staff for accounts payable, journal entries, bank reconciliation, cash receipts, in-house expenses, employee expenses, account analysis, assets, purchase orders, timecard processing and check processing
- In-Charge of payroll for 60 employees using ADP payroll system
- Prepared journal entries and reconciled general ledger; prepared monthly financial statements, utilization reports and time analyses
- Preparation of quarterly and year-end budgets
- Monitored and tracked cash book
- Processed consultant payments
- Assisted in negotiations for purchasing and insurance renewals
- Main support person for Human Resources
- Assembled and provided 401(K) data to external administrator
- Prepared, processed and reconciled vendor invoices and payment