



Brian K. Bullock



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McKinney, TX

Manager with over 25 years' experience specializing in Operations, Accounting, and Information Technology. My many years of working with a wide range of software and systems will enable me to quickly get up to speed with little or no training. My dedication to efficiency and problem solving will have an immediate positive impact on any operation I am involved with.

Skills and Qualifications

- ✓ Strong leadership and decision-making abilities
- ✓ Excellent verbal and written communication skills
- ✓ Strong organizational and planning skills
- ✓ Ability to manage and prioritize multiple tasks and projects
- ✓ Strong problem-solving and analytical skills
- ✓ Ability to adapt to changing project requirements and deadlines
- ✓ Strong negotiation and conflict resolution skills
- ✓ Ability to think strategically and make data-driven decisions
- ✓ Accounting skills such as Financial Analysis and budgeting

Tech Stack Power User

Software



 Excel



 Sheets



Word



Docs



 Access



Teams



Outlook



VS Code



Power Automate



One Note



Power Point




Publisher



Adobe Acrobat



 ACT! CRM



 BW Acct



QuickBooks



Peachtree

Languages



VBA



Google App
Script



Office Scripts



Html 5



CSS 3



Java Script



PHP

Environments



Windows 10



Chrome



OneDrive



Google Drive



GitHub



Windows 7



Windows Server



SQL Database

Projects & Accomplishments

- 🏆 Increased gross annual revenue from 200K to 4M at Health Management Systems
- 🏆 Built an MS Access database application to manage a large equipment loaner program
- 🏆 Successfully added 10 new product lines to HMSC's product portfolio
- 🏆 Designed a project quoting system including time & materials management, and gross profit calculations utilizing Excel
- 🏆 Developed and implemented an e-commerce platform for home health testing products
- 🏆 Built an A/R collections system in Excel

Work History

Various Projects / Contract Work

April 2017 - Present

Working with companies to build or improve their systems.

- Full stack web development project

- Multiple data standardization projects
- Non-profit animal rescue project

General / Operations Manager | Health Management Systems, Corp. ↑

June 1996 - March 2017

Managed the company's operations as a medical supply wholesale distributor.

- Review of Income Statements, Balance Sheet, and Cash Flow Statements.
- Setup and maintenance of General Ledger Accounts.
- Bank statement and Merchant account reconciliations.
- Managing Accounts Receivable and Accounts Payable.
- Monthly and year end accounting close.
- Federal and state filings; Payroll Tax, Sales Tax, 941 Qtr., TWC Qtr., 940 FUTA, Franchise Tax, 1120's, W-2's / W-3 Transmittal, and 1099's.
- Spreadsheet/database application design and implementation.
- Project management.
- Staffing, Payroll, Training, and Employee handbook creation.
- Contract negotiation including Distribution, Sales, Purchase, Employment, Commission, Equipment lease, Non-compete, and NDA's.
- Budgeting and Sales forecasting.
- Sales commission calculation.
- Cash, Inventory, and Asset management.
- New product development, pricing, and product rollout.
- Web and e-commerce design/maintenance.

Program Manager | Direct Laboratory Services, Inc. ↑

July 1992 - May 1996

Oversaw national biometric screening program.

- Managed 25 screening teams.
- Coordinated scheduling with retailers including Wal-Mart and Kmart

Education



University of Texas at Dallas

Studied Business Administration

1990 - 1992



Dallas College Brookhaven Campus

Studied Business Administration

1988 - 1990



Plano Senior High School

1986

Certifications

ATI

Computerized Business Administration

1987