

OMAR BOOKER
35688 Finch Court
Wildomar, California 92595
951/239-5617
omarbook28@yahoo.com

SUMMARY OF QUALIFICATIONS

Couples sound analysis, solid organizational expertise and a strong achievement-oriented work philosophy with competence to implement, carefully focused attention to detail and the ability to successfully coordinate many tasks concurrently. Areas of particular knowledge and capability include—

Operations—Coordinating / Drafting Item-Specific Financials Used to Reconcile and Maintain Inter-corporate Reports, Business Planning, Account Analysis, Inventory Analysis, Royalty / Commissions Calculations, Assets / Depreciation Maintenance and Fixed-, Variable- and Operating-Expense Payments Affecting Overall Organizational Profitability.

Procedures—Familiarity with and Ability to Render, Maintain and Audit Individual and Unified Financial Statements, General Ledgers, Expense Ledgers, Capital Expenditures, Cash Management Planning, Budgets, Accounts Payable Reporting, Account Reconciliations, Payroll and Recurring Journal Entries Involving Interest Calculation, Accruals of Income and Expenses and Cost-of-Sales Calculations.

Course Studies—Basic through Intermediate Accounting I, II and III; Basic through Intermediate Cost-Accounting; Advanced Topics in Accounting Research; Quantitative Business Analysis, Business Finance, Integrated Business Topics, Business Research, Contemporary Business Law, Business Communications and Critical Thinking, Management Theory and Practice, Organizational Development, Ethics and Social Responsibility.

Computer Skills—Laptop, Desktop and Office Workstation Data Entry to IBM-PC's and Compatibles with DOS / WINDOWS Operating Systems; iPads and Smartphones with ANDROID and iOS Operating Systems; MICROSOFT WORD (Word Processing); MICROSOFT EXCEL (Spreadsheet); Internet Research / Navigation (Website Search, Access, Information Exchange).

PRACTICUM

June 2010 to Present

UNIVERSITY OF PHOENIX

- + **(Presumed) Strategic Financing Planner / Quantitative Business Analyst / Staff Accountant** Murrieta, California
- Participates in a range of bi-monthly upper-level school presentation projects conducted under real and hypothetical conditions involving the supposed inception, positioning and development of multiple general accounting, cost-accounting and presumed business financials.
- Outlines charts of accounts to reflect competitive advantage, marketing strategy and overall performance metrics. Formulates cost efficiency standards. Defines competitive advantage. Structures budgets and financial plans. Calculates revenue, net profit and return-on-investment estimates and uptrends.
- Typical presentations have included: a) a fictitious Grocery Store chain with specialized “last-in / first-out” promotion cost projections; b) a Coffee Bean & Tea Leaf copy-model tracking new product introductions and conjoint marketing expense cost analyses and c) a fast-food Hamburger Chain engaged in market expansion on a global level. Conducts research; projects market share. Gathers, organizes and interprets information. Compiles / refines data. Charts statistics.

SUMMARY OF PRIOR WORK HISTORY AND BACKGROUND EXPERIENCE

@XD = June 2008 to June 2010

@XE = SEARS GRAND, Rancho Cucamonga, California

@XJT = Mega-Store Pricing Team Member

MILITARY SERVICE

September 1998 to September 2006

UNITED STATES NAVY, Amphibious Base Coronado, San Diego, California

+ **Bos'ns Mate—Petty Officer 2nd Class**

Assignment Prior to Separation—Shore Duty Assault Craft Unit

Second Assignment—USS RAINIER (AOE-7), Ammunition Oiler (Decommissioned) / Operation Iraqi Freedom

Initial Assignment—USS MT HOOD (AE-29), Ammunition Ship (Decommissioned) / Bremerton, Washington

EDUCATION

UNIVERSITY OF PHOENIX, Murrieta, California

+ **Candidate—Bachelor of Science Business; Accounting (June 2013)**

Professional and Personal References Furnished Upon Request

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Ladies/Gentlemen:

In the interest of investigating employment opportunities with your company, I have enclosed a copy of my résumé for your review.

I believe this material reflects my ability to deal effectively and efficiently with all levels of executive and staff personnel, clients and vendors, as well as describes a substantial number of other areas in which I have rendered skills or fulfilled obligations requiring considerable decision-making ability and practical experience.

Consistently, I have aimed my professional goals at maximizing my talents, and in so doing have successfully acquired a reputation for being an individual who is eager to pursue every aspect of the job at hand.

I would appreciate the opportunity to meet with you personally so that we may discuss my skills in depth, particularly with respect as to how my talent and resources can best be applied to the maximum benefit of your company.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Omar Booker
Enclosure: résumé