

# Finance & Accounting

Search \* Contract \* Flexible

Irvine, CA

JWilliams@hireme.com

## Jeana Williams

---

### QUALIFICATIONS

- **ACCOUNTING** – Over two years experience in accounting activities: accounts payable, posting journals to the general ledger, analyzing corporate accounts, reconciling bank accounts, researching variances, treasury functions including daily wire transfers, setting up bank accounts, and forecasting cash flow.
- **COMPUTER SKILLS** – Strong aptitude for learning new software. Extensive experience using many software applications including Microsoft Suite, accounting (Oracle), desktop publishing, email, internet, Mac OS and Windows. Experience troubleshooting and maintaining a small LAN, updating websites, providing user support for MS Office.
- **ADMINISTRATIVE SUPPORT** – Provided support to different levels of management: small business owner, middle management in a multinational corporation, upper management in a regional university.
- **COMMUNICATIONS** – Public relations - interacted with the media, wrote newsletter articles, edited publications, designed newsletters and advertisements, produced weekly radio program and photographed events.

### EMPLOYMENT HISTORY

- Arrow Electronics (formerly Wyle Electronics), Irvine, CA 1998 - present  
**Accounting Assistant**  
**Sr. Secretary – Temp**
- Antenna Group (Public Relations), San Francisco, CA 1997 – 1998  
**Systems Coordinator/Administrative Assistant**
- Wang & Wang (Attorneys at Law), Napa, CA 1996  
**Administrative Assistant**
- University of Guam, Mangilao, Guam 1993 – 1995  
**Special Projects Coordinator**  
**Technical Assistant, Public Relations**
- KTGM TV14, Mangilao, Guam 1992 – 1993  
**Sales/Marketing Coordinator**

### EDUCATION

Bachelor of Arts, Communications – University of Guam. Summa cum laude.  
Graduate courses in business and accounting.

---

Jane, Doe  
555 South St  
Baton Rouge LA 70802  
JDoe@hireme.com

**Objective** Seeking a position with a professional business establishment where I can utilize my professional skills and experience. I am a team player with positive attitude and work independently.

**Experience**     **12/2003- Present Corinthian Colleges, Inc.**     **Santa Ana, CA**  
**Accounts Payable Processor**  
▪ Code incoming invoices to chart of accounts  
▪ Process check request  
▪ Audit expense reports  
▪ Reconcile Statements  
▪ Journalize Invoices  
▪ Handle incoming vendor calls & School calls  
▪ Review Batches before posting for proper coding  
▪ Prepare & match checks with invoices  
▪ Reconcile Receivables & responsible of employee advances  
▪ Prepare monthly accruals  
▪ Ability to deal with high volume invoices and expense reports  
▪ Preparations of 1099's

**4/2002-10/2003   Financial Statement Services, Inc.**     **Santa Ana, CA**  
**Accounts Payable Lead**  
▪ Audit & Reconcile incoming invoices  
▪ Review and Approve A/P entries  
▪ Code A/P invoices by Purchase Order  
▪ Weekly select cash disbursements due for payment  
▪ Review A/P Aging  
▪ Run A/P Checks  
▪ Month-end closing  
▪ Verify month end reports  
▪ Prepare 1099 Forms  
▪ Interact with Vendors  
▪ Monthly Journal Entries  
▪ A/P Re-classes  
▪ Work on special projects as assigned

**12/2001-4/2002      DledRich Coffee-Temp  
Accounts Payable/ Accounts Receivable**

**Irvine, CA**

- Reconcile Invoices
- Record and enter invoices/ Process for payment
- Coding Invoices
- Invoice sales orders
- Bill Customers
- Release Statements
- Process collections letters to customers
- Sales Audit
- Work with stores Sales Report Weekly
- Verify Bank Deposits and Credit Card
- Record Bank deposits/ net sales

**7/2000-12/2001      HomeBase/House2Home  
Expense Payable Clerk/ AP Control**

**Irvine, CA**

- Processing high volume of Invoices
- Reconciliation of system interface
- Process & reconcile Employee expense reports
- Signing and distributing checks
- Input and Organization of new vendors and employees
- Approving debit and credit memos

## **Education**

• **Saddleback High School**

**Santa Ana, CA**

• **Santa Ana College General Education Studies- Present**

# Sam Wu

1435 Grant Avenue, New York, NY 10603

(212) 204-5653

JDoe@hireme.com

*Certified Public Accountant with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. Possess an MBA with a focus in accounting. Seeking to leverage accounting expertise and experience into a managerial role as a corporate banker.*

## PROFESSIONAL EXPERIENCE

---

### LANGFORD PARTNERSHIP

Financial Analyst

**Sacramento, CA**

September 2011 – Present

- Created financial reports and supported all areas of responsibility within a 5 person finance team
- Managed a \$350,000 budget, with a reduction of costs totaling 15% over two years
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
- Performed process analysis, and communicated recommendations to management
- Process journal entries and perform accounting corrections to ensure accurate records

### BRINGHAM & SONS

Financial Advisor

**Bakersfield, CA**

June 2008 – August 2011

- Conducted thorough reviews of potential business partnerships and strategies, and performed risk analysis using FRAP (Facilitated Risk Analysis Process)
- Trained and supervised 2 new employees, ensuring they maintain fastidious attention to detail
- Forecasted losses and earnings using quantitative/qualitative analyses to a high degree of accuracy, allowing the company to intelligently manage and invest resources
- Adhered to departmental controls and regulations maintain ethical conduct at all times

## EDUCATION

---

### POLOMA COLLEGE

MBA with Accounting Concentration, June 2008

**Bloomfield, NJ**

### GROVER COLLEGE

B.A. Accounting, June 2006

**Alamosa, CO**

- Magna Cum Laude

## ADDITIONAL SKILLS

---

- Knowledge of Oracle, SAGE and all Microsoft Office Applications
- Excellent communication skills, and ability to present complex information in an easy to understand format

## CERTIFICATIONS

---

Certified Public Accountant