**MICHAEL ALLEN BELL**

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**Personal Statement [HERE]**

**- PROFESSIONAL QUALITIES -**

Enthusiastic, energetic, and motivated ⦁ Excellent written and verbal communication ⦁ Team player ⦁ Strong attention to detail and accuracy ⦁ Customer service oriented ⦁ Ability to manage time and priorities to meet deadlines

**- CORE COMPETENCIES -**

Strong Business Acumen ⦁ Project Management ⦁ Finance and Accounting Expertise ⦁ Financial Statement Analysis

Non-Profit Finance Experience ⦁ Payroll ⦁ Internal Controls

- **PROFICIENCIES** -

MS Office Suite⦁ QuickBooks Desktop/Online ⦁ Intacct

**Relevant Professional Experience**

**Senior Accounting Consultant Sep 2017 – Sep 2018**

*SCL Consulting, LLC, Washington, DC*

* Managed the full-cycle accounting process for nine client businesses.
* Lead the implementation of new tools and processes for internal communication, task management, and accounting operations.

**Staff Accountant Feb 2015 – Sep 2017**

*SmartThings (Samsung), Washington, DC*

* Managed cash forecasting and budgets.
* Managed procurement and fixed assets across the company.
* Managed accounts payable.
* Lead the implementation of an asset management system using agile project management methods.
* Directly contributed to the evolution of written finance policy and company cultural values.
* Worked cross-functionally with technical teams to mature many processes in a high growth environment.

**Associate Customer Specialist Feb 2014 – Jun 2014**

*C T Corporation System, Washington, DC*

Managed multiple time-sensitive corporate, on-demand filing projects from end to end.

* Delivered superior customer service to corporate legal and business professionals.
* Proactively consulted clients to uncover additional needs while increasing service revenue.
* Expanded my breadth of legal requirements according to entity type and jurisdiction.

**Financial Advisor Apprentice Sep 2013 - Jan 2014**

*Financial Advantage Associates, Inc., Rockville, MD*

* Gained valuable insight into the financial planning process, marketing techniques, and built financial product knowledge.
* Obtained life and health insurance licenses and prepared to sit for the Series 7.

**Finance & Accounting Intern Oct 2012 - Apr 2013**

[*Accordia Global Health Foundation, Washington, DC*](http://accordiafoundation.org/)

* Reviewed invoices and inputted payables. (Accounts Payable)
* Supervised invoicing processing, review, and collection (Accounts Receivable)
* Gained a robust knowledge of key financial programs including Intacct, QuickBooks, MS Excel, and MS Outlook.
* Maintained current vendor and contract files.
* Assisted in month-end closing activities, including bank reconciliations.
* Assisted in year-end financial and compliance audit preparation.

**Education**

[**The College of William & Mary**](http://www.wm.edu/), Williamsburg, VA **Jan 2009 - May 2013**

*B.A., Psychology**(focus on Cognition & Memory)*

[**Tidewater Community College**](http://www.tcc.edu/), Virginia Beach, VA **July 2006 - Dec 2008**

*A.S., Business Administration*

**Activities**