Richard A. Seay

104 Black Wolf Ridge, Whittier, NC 28789

(828) 788-1187

Rseay92@gmail.com

**Skills**

* QuickBooks Desktop • Detail Oriented
* Microsoft Excel, Word, PowerPoint • Interpersonal Communication
* Critical Thinking • Analysis

**Professional Experience**

**Bookkeeping & QuickBooks (4 years)**

* In charge of business’ weekly deposit including physical and QuickBooks documentation
* Responsible for monthly reconciliation of 3 bank accounts
* Responsible for weekly payroll, and filing of Federal and state tax to include NCUI 101, NC-5, and Federal 941
* Maintain up-to-date accounts payable and accounts receivable
* Handle the task of providing Monthly, Quarterly, and Yearly reports for Officers of the business

**Management, Problem Solving, and Interpersonal Skills**

* **In charge of 3 Full time and 2 Part Time employees**
* **Responsible for interpretation of business reports, and implementation of new strategies for increasing cost-effectiveness along with other officers**
* **Oversaw the duties of employees to maintain good condition of 11 acres of business land**
* **In charge of handling up to 100 vendors on any given in-season day, with responsibilities such as, making certain procedures are followed, being present and available throughout the day, and managing conflicts between vendors**
* **In charge of hiring and training practices**
* **Duties involving keeping stock of all necessary items for maintenance purposes**

**EMPLOYMENT HISTORY**

**Meflea, Inc. (Manager):** 2015-2019

**EDUCATION**

**Bachelor of Science** (Political Science); 2015

Western Carolina University