



Stephen G. McMillen

45200 Deep Canyon Rd. Apt. C5

Palm Desert, CA 92260

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StephenGMcMillen@Gmail.com

PROFESSIONAL SUMMARY

Responsible administrator, accountant & bookkeeper with excellent communication skills demonstrated by seven years of experience with personal, business, and nonprofit financial reporting in professional full-service accounting firms. Familiar with performing administrative functions and support for multiple professionals. Proficient at streamlining projects and client interaction.

PROFESSIONAL GOALS

To secure a position in which further growth and education are possible, and where problem solving, creativity, and streamlining are applied. Professional certification goals include attaining an Enrolled Agent certification, and ultimately Certified Public Accountant certification.

JOB HISTORY

03/2015 to present

Barton CPA
Palm Springs, CA

Administrative Assistant/Bookkeeper/Accountant

Duties: New employee training & on boarding. Processing of Corporate/Individual/Fiduciary/NPO tax returns. Preparation of quarterly & annual payroll taxes. Preparation of monthly Marijuana Excise Tax returns. Bookkeeping, data entry, accounting, & controllership functions of cash basis & accrual basis financials. Administrative functions, client relations, marketing & social media.

Accomplishments: Streamlined multiple bookkeeping projects, reducing completion time by an average of 30%. Produced, shot, and edited one of the nation's top 20 QuickBooks 2015 Firm of the Future videos.

01/2010 to present

Champion Income Tax
Palm Desert, CA

Administrative Assistant/ Consulting Bookkeeper & Accountant

Duties: Bookkeeping & financial reporting. New client acquisition. Administrative functions, client relations, marketing & social media.

Accomplishments: Increased accounting clients by 41%
Managed website & Yelp configuration & content.
Wrote & directed TV commercial for air.

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10/2014 to 3/2015

Proper Solutions Staffing Inc.
Indian Wells, CA

Staffing Agent

Duties: Interviewing & placing candidates based on job skills. Correspondence with hiring managers and businesses to fill temporary and permanent positions.

12/2011 to 4/2013

KESQ News Channel 3
Palm Desert, CA

Master Control Operator

Duties: Recording, routing, downloading, ingesting, and trimming programs. Ensuring video / audio quality was up to broadcast standards. Working with producers to broadcast live news.

EDUCATION

2005 - 2015

College of the Desert
Film studies / Advertising

QUALIFICATIONS

2016 California Tax Education Council (CTEC) certification.
15 years experience with Microsoft Office Suite: Word/Excel/PowerPoint.
5 years experience & proficiency with accounting software: Xero, QuickBooks Online & Desktop.
11 years video editing experience and proficiency in Final Cut, Vegas, & After Effects software.
7 years experience in graphic design and proficiency in Adobe Creative Software Suite.
5 year experience in audio editing.

AFFILIATIONS

Desert Business Association - Member & Diplomat
Palm Desert Chamber of Commerce - Member

Further employment experience & references available upon request.

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