

Project Manager Project Manager Project Manager - Pentwater Cabinetry, Inc My focus and interests are in computer science and accounting. I am searching for a full-time job position with a reputable company. I am interested in database management, data analysis, and working with various business applications but I am open to exploring other areas whereby my skills are an excellent fit to give value to the company. Work Experience Project Manager Pentwater Cabinetry, Inc - Lombard, IL September 2018 to Present Design kitchen and bath solution and prepare estimate and proposal package to customer based on the requirements, using 2020 Design Software Follow up, address concerns on the design and value of the solutions provided, problem solving, making judgement call Develop a strong relationship with the customers at all levels. Became lead in three months by growing 2/3 base, from walk-in, referrals and cold calls. Marketing research analyst/Accountant Fortune Growers, Inc - Elgin, IL September 2017 to September 2018 Continuously gathered interpreted data on new customers and analyze previous data Generate reports and presentations to management for company directions, actions, and market strategies Improved 30% work efficient on division level by creating process flowchart, reports email distribution. Utilized Famous Software System for invoicing (A/R and A/P) Accountant/ IT Support-Data Processor Brentano, Inc - Wheeling, IL May 2013 to May 2015 Gathered Sales information and developed monthly, quarterly, and annual sales reports Recorded expenses, reviewed each submission and compared to budget Utilized QuickBooks for General Ledger, A/R, Sales, and Expenses Managed client accounts on-line; resolved password or log-in issues Updated the database twice daily to provide sales and management with up-to-date sales data Experienced with data management, data conversion, query generation, import and export processes, report generation in Access or SQL Greeter Seasons Marketplace - Ames, IA January 2011 to August 2012 Greeted all students and verified card information and meal plan Calculated cash balance and reported a closing balance to manager regularly Ensured inventory was stocked in all areas Education Master of Science in Computer Science Roosevelt University - Chicago, IL August 2017 Bachelor of Science in Accounting Iowa State University - Ames, IA December 2012 Additional Information Computer Software Skills: ? SQL and relational databases ? Data mining,

Data Modeling and Data analysis ? Process Modeling ? Database Design & Application: MS Access, My SQL ? Research, Reports and Forecasts: Excel, Report Builder, PowerPivot  
QuickBooks Accounting skills: Tax Return Project, Principles of Federal Income Tax Course ?  
Completed 2011 federal corporate income tax return ? Evaluated tax consequences of common business transactions ? Summarized client's situation and made appropriate recommendations

Name: Sheila Bishop

Email: rodriguezshelly@example.net

Phone: 001-671-969-4466x128