

Database Administrator / Assistant Controller Database Administrator / Assistant Controller
Database Administrator / Assistant Controller - Star Extruded Shapes, Inc Austintown, OH More
than 10 years management and IT experience with a strong IT, accounting, and sales background.

Skilled at learning new concepts quickly, working well under pressure, and communicating ideas
clearly and effectively. Extensive computer training and experience, including knowledge of
networking, business software packages and programming languages. Work Experience Database
Administrator / Assistant Controller Star Extruded Shapes, Inc - Canfield, OH 2007 to Present
Manage and maintain computer and accounting systems for four manufacturing corporations. Work
directly under company CFO. Oversee and monitor inventory management systems and supervise
all physical inventory of materials Developed and manage product quoting applications based on
costing data Perform cost analysis and efficiency studies of manufactured products Develop
profit and variable margin projections, develop and study various department budgets Assist in
monthly and yearly closing of four companies, including financial statement generation Manage
and maintain computer systems and network for Star Extruded Shapes and three associated
companies consisting of over 350 total employees Perform all computer equipment repairs,
upgrades and maintenance. Maintain company databases and create custom reports from data for
various departments Sales and Service Manager Generator Specialist Inc - North Lima, OH 2000 to
2007 Managed all aspects of Sales and Service department. Supervised group of four technicians.
Primary responsibilities included management of office, sales and service departments Performed
quoting, scheduling, invoicing, billing and inventory management Developed, maintained and
updated contract service work scheduling database system Developed, maintained and updated
company website Managed and maintained company computers and network Shipping and
Receiving Clerk Youngstown Electric Service, Inc - Youngstown, OH 1998 to 2000 Performed
inventory management and control. Primary responsibilities included scheduling delivery and
pickup of materials and equipment Assisted in placing orders to maintain required stock levels of
product Assistant Dairy Department Manager Rulli Brothers Market West - Austintown, OH 1994 to
1998 Performed inventory management, ordering and stock maintenance of department.

Managed operations and inventory of dairy department Performed customer service and assisted with weekly advertisements Education BS in Computer Information Systems - Accounting Minor Youngstown State University - Youngstown, OH 2000 to 2006 Skills Financial Reporting, accounting, Payroll, budget, cash

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