

# BRIAN R. CHICK

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## Summary

Professional experience exercising critical thinking and problem solving skills.  
Versatile, task-focused, self-directed, and able to communicate professionally.  
Advanced Excel , Quickbooks & Word. Experienced TaxWise, Peachtree, Access, and Outlook.

## Education

Master's of Science in Accounting  
B.A. Psychology, Cum Laude

University of Southern ME, GPA 3.5, May 2011  
University of Maine at Farmington, May 1999

## Employment

Administrative Office of the Courts  
Accounting Clerk I

Portland, Maine  
September 09 – September 10  
June 05 – January 08

Responsible for preparing and processing accounts payable. Assisted vendors, clerks, and accounting team with research, reports, and resolution of problems.

- \* Reorganized and streamlined workflow and controls to improve accuracy and accountability, freeing up staff that formerly supported position.
- \* Hastened check remittance from as long as 2 months to average of 6-8 days.
- \* Collaborated with internal and external programmers in creating custom interface for new state accounting system.

Portland's Downtown District  
Administration and Special Projects Coordinator

Portland, Maine  
January 08 - June 08

Served as administrative assistant and office manager in a lauded nonprofit, including A/R, A/P, deposits, payroll, and petty cash management.

Manpower Temporary Services  
Temp, Administrative Office of the Courts

Portland, Maine  
June 08 - September 09  
January 05 - June 05

Supported and covered the Accounting Clerk I position at The Administrative Office of the Courts.

## Experience

January to March 2009

United Way: CASH Greater Portland Program  
Volunteer Tax Preparer – Provided tax assistance to low-income clients, Earned IRS Advanced Preparer certification.

Portland, Maine

March 2009 to June 2011

Mensk  
Treasurer - Unpaid board member for non-profit specializing in fiscal sponsorships and events planning (such as the Urban Earth Day Festival, First Friday Truckshow, and the Rooftop Film Festival).

Portland, Maine

March to April 2010

The VIA Agency, LLC  
Finance Intern –Synchronized alternative budget reports, created cash flow forecast, restructured chart of accounts.

Portland, Maine