

Kevin L. Warren

4630 SW Savannah Place ▪ Aloha, Oregon 97007 ▪ (270) 484-6478 ▪ kevinwarren1@hotmail.com

Accountant with eleven years of experience seeks an accounting position in the Portland area

SUMMARY OF QUALIFICATIONS

- ❖ Eleven years of accounting experience, three years as Controller
- ❖ Excellent computer skills. Expert level user of Microsoft Excel, Word, and Access
- ❖ Proven ability to handle and prioritize several tasks simultaneously
- ❖ Excellent verbal and written communication skills, work well in a team or individual environment
- ❖ Highly trainable, fast learner
- ❖ Able to travel as needed

PROFESSIONAL EXPERIENCE

Sumerra LLC, Portland, Oregon

January 2012 – July 2013

Accounting Manager

- * Established procedures and controls for all accounting functions
- * Prepared monthly financial statements, ratio analysis, and performance evaluation by service line
- * Created operating budgets and cash budgets
- * Performed all accounting functions

Agri-Chem, Inc., Hopkinsville, Kentucky

September 2009 – September 2011

Controller

- * Supervised accounting department staff consisting of eight members
- * Evaluated and maintained accounting systems and controls
- * Prepared monthly financial statements
- * Performed account analysis and supplied upper management with various reports key to their decision making
- * Supported our eight retail outlets by providing regional sales managers with sales and margin reports
- * Coordinated the preparation of materials required for our annual external audit
- * Assigned and coordinated count teams to conduct our year end physical inventory count
- * Assisted the CFO with the preparation of our annual sales and operating budgets

Agri-Chem, Inc., Hopkinsville, Kentucky

October 2002 – September 2009

General Ledger Accountant / MIS coordinator

- * Maintained customer credit files / pulled credit reports on new customer accounts
- * Prepared month end journal entries
- * Reconciled all balance sheet accounts
- * Reconciled all of the company bank accounts
- * Developed custom designed databases to augment our existing accounting software
- * Prepared IFTA fuel tax returns and state sales tax returns
- * Assisted customers in resolving billing errors
- * Acted as backup network administrator

Kevin L. Warren, CMA

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EDUCATION

Murray State University, Murray, Kentucky
Bachelor of Science in Business, Accounting Major
GPA: 3.6 / 4.0

Graduated: December 2002

Activities and Honors: Deans list of Academic Excellence, Accounting Society

Key Courses: Intermediate and Advanced Accounting, Cost Accounting, Federal Income Tax,
Finance, Statistics

Paducah Community College, Paducah, Kentucky
Associate in Arts with Distinction
GPA: 3.54 / 4.0

Graduated: December 2000

Activities and Honors: Elected to Who's Who Among Students in American Junior Colleges,
Award for Outstanding Achievement in Accounting, Appointed to
PCC Judicial Board

Key Courses: Financial and Managerial Accounting, Micro and Macro Economics, Calculus,
Business Writing

PROFESSIONAL CERTIFICATION

Certified Management Accountant

Certificate Number 30769
Certification is no longer active

Completed: July 2009

COMPUTER SKILLS

Platforms: Windows 95/98/2000/XL. I have used Windows on a daily basis for 15 years.
AS-400: I used an IBM AS-400 based accounting software for nine years

Software: Microsoft Office Professional. Expertise in Excel, Access, and Word. Proficient with Outlook and PowerPoint.
Excel: I use pivot tables and import data from external databases on a regular basis.
Access: I have used Access to design many custom database applications for a variety of purposes
PowerPoint: I have prepared several professional quality PowerPoint presentations
Quicken: I have used Quicken to do the accounting for three small farming operations.
QuickBooks: I used QuickBooks regularly during my time with Sumerra LLC.
Adobe Acrobat: I use Adobe on a regular basis.
Other Relational Databases: I have used a number of other database applications not related to accounting,
including Geographical Information Systems such as SMS and SGIS.

Networking: For several years I acted as a backup network administrator, performing tasks such as setting up
new PCs and printers on our network, adding new user accounts to our network, and general
day-to-day troubleshooting