Lucas pakes

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Objective

Dedicated and technically skilled business professional looking for a challenging position where I can best utilize my versatile skill set in finance, administration, project managment and customer service while developing with a dynamic company.

Key Skills

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| ⚫ Customer Service  ⚫ Leadership  ⚫ Staff Development & Training | ⚫ Accounts Payable/Receivable  ⚫ Payroll & Book Keeping  ⚫ Organization/Time Management | ⚫ Proficient in Microsoft Office  ⚫ JD Edwards / Kronos  ⚫ POS and Utility Billing Software |

Experience

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| City of Huntington Beach - Huntington Beach, CA | Dec. 2008 – Jul. 2012 |

Senior Accounting Technician

* Maintain employee and payroll records; review time cards and process regular payroll for 1500 employees. Calculate overtime and specialized pay rates according to various union agreements. Prepare payroll reports, reconcile accounts, and process quarterly and year-end tax and census filings. Assist budget staff on annual budget and labor projections.
* Supervise and prioritize staff work assignments. Review completed work for accuracy while overseeing daily operations. Hire and train staff and continually develop existing staff’s productivity, performance and customer service skills. Streamlined and prioritized department operations in order to maintain efficiency after a major downsizing of staff.
* Responsible for working with IT staff and vendors on software updates and customizations. Test new software programs and train staff on new process and program implementations. Develop and maintain procedure manuals.

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| City of Huntington Beach - Huntington Beach, CA | Nov. 2005 - Dec. 2008 |

Accounting Technician I / II

* Organized and developed processes for verifying, consolidating, and depositing all funds received by the city. Was promoted to Accounting Technician II within 3 months in order to perform higher level functions and take on lead role.
* Verified and reconciled all accounts receivable transitions. Balanced all daily cash receipts and ensured accuracy in all general ledger postings. Assisted accounting staff with journal entries and monthly bank reconciliation.
* Maintain all files and records for utility payments and customer accounts. Corresponded with customers to resolve billing, payment and service related issues. Coordinated payment arrangements and prepared accounts for collections.

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| The Relevant Stage - San Pedro, CA | Aug. 2007 - Oct. 2008 |

Education Director / Production Director

* Developed curriculum and a directed a youth theatre summer camp for the performing arts and collaborated with staff and the local community to build additional outreach and theatre education opportunities.
* Created operating budget, tracked expenses, managed admissions, oversaw staff and all production elements. Assured that all deadlines and contracts were met and that the integrity and goals of the program were maintained.
* Directed various productions for the main stage season. Responsible for the overall direction and organization of all production elements; artistic conceptualization, casting, budgeting, scheduling, design, and marketing.

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| Mark Goucher Ltd.- London, England | Jan. 2005 - May 2005 |

Production Assistant

* Assisted in the daily operations of a theatre production office. Including; marketing, production management, tour bookings, auditions and office administration.
* Handled accounts payable/receivables, daily bank deposits, wire transfers and light bookkeeping.
* Coordinated travel and production requirements. Compiled and edited copy for souvenir production programs.

Education

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| California State University , Fullerton  *Bachelor of Arts, Theatre Arts*  *Emphasis in Theatre Management / Education* |