Randy Birch

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Objective: To obtain a position where my skill in training, budget management, finance and accounting procedures will be beneficial to an organization and lead to advancement opportunities.

Key Qualifications: Knowledgeable in Excel, Word, MS Office, Microsoft Dynamics, Peachtree, and QuickBooks. Highly qualified in construction billing and all aspects of managing profitability in construction projects. Extensive experience in budget management, putting together profit and loss statement and explaining them, spreadsheets, management of accounts, accounts payable and accounts receivable and reconciliations, creating monthly spreadsheets and statements. Trained in hiring, termination, employee relations and human relations management including labor laws and union contracts.

Work History:

2009-April 2013

TMS Corp

Las Vegas, NV

702-631-4748

DBA: In-House Production, Entertainment Labor Force, Entertainment Consulting Group

In-House Production

Currently working as company CFO responsibilities include but not limited to: Accounts Receivable, Accounts Payable, Monthly spreadsheets, Fiscal Operations, Profit and Loss Statements, Construction Billing (AIA G702, G703, Condition Waivers, Unconditional Waivers, Lien Releases, Certified Payroll Reports, Leed Tax, and OCIP), Cost Analysis and other projects as needed.

Entertainment Labor Force

2009-2010

Ran a temporary agency dealing with stagehands. Payroll, scheduling, orientation for new employees, safety training, Client maintenance.

November 2010-March 2011

2001-2008

Jobs Plus

Eau Claire, WI

715-832-3434

Worked as a placement specialist 2010-2011 while home on a FMLA. Responsibilities included dealing with phone calls, client intake, and employee intake, matching people to jobs, interviewing, and disciplinary actions. Previously worked as a temporary employee doing a wide variety of assignments.

S and J Military

Hooks, TX

903-280-5164

Forklift Operator

Responsible for operating a forklift and picking military parts, worked as a temporary employee while doing charitable work.

2007-2008

Springborn Staffing

Portland, ME

207-761-8367

Worked as a medical service representative taking inbound calls for Nurse Triage, doctor listings, and class registration, worked as a temporary employee while doing charitable work.

2005-2008

Fathers Pizza

Chippewa Falls, WI

715-723-7081

Was a managing partner in a pizza restaurant. Oversaw all operations of a small pizza restaurant that I and a friend owned. Responsible for the account procedures, payroll, profit and loss, cost analysis, food costs, employee costs, taxes, monthly statements, banking.

2004-2006

OCLA

DBA: Senesis, Poseidon’s Cove, Wild Mustang Saloon

Went to work as a fill in employee for one day through Jobs Plus, ended up getting hired on as an electrical engineer creating CMC Switches, and Thermostat Heating Control Units with an annual revenue of over $6,000,000. Generated an increase of sales of 25% per year. Was promoted to corporate operations manager and created a restaurant and lounge (Poseidon’s Cove) with revenues of $750,000 annually and the Wild Mustang Saloon with revenue of $500,000 annually. Oversaw 7 managers and 80 employees responsible for all aspects of the daily operations of the restaurants and factory.

EDUCATION:

High School Diploma

Lake Chelan #129

Chelan, WA

AA-Business Administration

Wenatchee Valley College

Wenatchee, WA

BA-Business Administration

Washington State University

Pullman, WA

Volunteer Work:

Habitat for Humanity -3 years

ARCW -6 years

Moravian Church-Youth Pastor- 2 years