

CHERIE RENAE COOKSON

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SUMMARY OF QUALIFICATIONS

- Efficient, consistent and detail-oriented professional with strong analytical and problem-solving skills
- Excellent written and verbal communication skills
- Proficient in Excel, MS Word, PowerPoint, Outlook, QuickBooks, and Professional Tax Software

EDUCATION

MACC, Masters in Accountancy

Texas A&M University – Corpus Christi Graduation Date: December 2012

BS, Bachelor of Science in Communication Studies, Minor: Merchandising

Texas Tech University Graduation Date: December 2004

EXPERIENCE

J. MARK MORALES, M.D., P.A., Corpus Christi, TX

2012-Present

Accountant

Responsible for the financial reporting, income tax preparation, payroll, payroll tax preparation, accounts receivable, accounts payable, and employee productivity reporting of Dr. John Mark Morales's surgical practice and related entities.

- Prepare all quarterly and annual personal and business reconciliations and tax reports
- Prepare and present weekly financial reports to Dr. Morales for planning and budgeting purposes
- Prepare and present weekly employee productivity reports in order to monitor and maintain a consistent revenue stream
- Regularly perform cost analysis for the practice as well as Dr. Morales's other business ventures all across South Texas
- Process payroll for all in-house and contract employees on a semimonthly basis
- Work closely with a CPA and other financial advisors on future retirement and investment objectives

COASTAL BEND BUSINESS INNOVATION CENTER, Corpus Christi, TX

2011-2012

Graduate Assistant – Lead Accounting Student

Responsible for assisting Business Innovation Center's 45+ clients with their financial accounting needs.

- Researched and presented resolutions to all accounting inquiries
- Developed pro-forma financials for first time entrepreneurs as well as established clients who were seeking investors
- Conducted weekly consultations with clients on their business models and overall business plans
- Suggested accounting best practices for new and existing processes and procedures with focus on optimization

TIME WARNER CABLE MEDIA SALES, McAllen, TX

2010-2011

Account Executive-Media Sales

Solicited and sold product advertisements on cable television networks in the Rio Grande Valley to meet sales budgets. Developed and maintained client relationships for continued sales growth.

- Prepared sales proposals to include advertisement layout, script and proposed fee schedule
- Prepared weekly, monthly and quarterly forecasts in determining account budgets and future growth
- **Increased total revenue by 20% through the acquisition of new accounts in Q3 '10**

DELL, INC., Austin, TX

2005-2009

Value Added Reseller Account Manager (2006-2009)

Managed all aspects of account relationships and developed account set of over 35 major accounts with an annual spend between **\$250M and \$1,500M.**

- Grew territory over 30% in one quarter by building and re-establishing trusting relationships with my customers
- **Received Team Player award Q2 '09**
- Elected to Leadership Council in August '07 to improve morale and increase work-life experience

Sales Outbound and Resolution Representative (S.O.A.R) (2005-2006)

Responsible for follow-up calls for outbound sales to ensure customer satisfaction and to provide feedback internally to improve service and processes as needed.

- Served as the weekend lead; Point of contact for team members and upper management
- **Averaged 467% sales revenue attainment; #1 in total revenue attainment Apr – July '06**
- **Received the Team Player award Q3 '06**

COMMUNITY INVOLVEMENT

Active Member of the Junior League of Austin

Member of the Junior League of Corpus Christi

Treasurer: January 2017 – May 2018

Kids in The Kitchen Co-Chair: April 2016 – December 2016

Rummage Committee Co-Chair: May 2015 – April 2016

2019-Present

2010-2019