

**CAROLINE L. SCANNELL**  
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**EXPERIENCE:**

10/10 – 09/11

**Garvey Communication Associates Inc.,** Springfield, Massachusetts

Account Analyst

- Successfully manage all accounting duties, which include accounts receivable, accounts payable, and generate quarterly financial reports
- Create budgets and cash flow forecasts for both short and long term objectives
- Assist in bid proposal process for various advertisements contracts
- Analyze advertising contracts for accuracy and value added
- Reconcile and track advertisement invoices to contracts; facilitate "make goods"
- Responsible for monthly reconciliation of all bank and credit accounts
- Manage budgets for all advertising campaign contracts for clients
- Facilitate bi-weekly payroll, employee benefits, and calculate accrued paid time-off
- File monthly sales tax with Commonwealth of Massachusetts

9/00 – 7/10

**CGI Companies, Inc.,** Brookline, Massachusetts

Executive Administrative Assistant/Accounting Assistant

- Assisted President with the property management of 27 shopping plazas in Massachusetts
- Supported Controller in bookkeeping functions; accounts payable, accounts receivable, bank reconciliation, tenant year-end reconciliation, and general ledger transactions
- Responsible for tracking lease expirations, handled lease terminations, lease extensions, lease negotiations for lease renewals, and facilitate lease assignments
- Managed financial budgets on various construction and renovation projects, to include commercial and residential, building improvements, and tenant build-outs
- Coordinated with outside general contractors and vendors for common area maintenance of several shopping centers
- Facilitated the initial process of purchasing and the redevelopment of real estate as well as selling real estate
- Handled and documented all tenant inquiries regarding maintenance requests, lease concerns, and insurance claims
- Coordinated quarterly distributions and correspondence to investors of various partnerships

**EDUCATION:**

09/05 – 04/11

**Northeastern University,** Boston, Massachusetts

Bachelors Degree of Science, Finance and Accounting, Magna Cum Laude graduate

Member Golden Key International Honors Society

July, 2009

**Northeastern University,** Boston Massachusetts

Certificate of Accounting

10/95 – 4/97

**Katherine Gibbs School,** Boston, Massachusetts

Associate Degree in Secretarial Arts — Legal Specialization

**SKILLS:**

Massachusetts Real Estate Salesperson License No. 009507713, Notary Public for the Commonwealth of Massachusetts, Keyboarding (70wpm), QuickBooks Pro, Quicken, Windows 7, Microsoft Office Professional 2007 (Word, Excel, PowerPoint), Spectra for Windows 4.2