

ANNA EVA CORDOCK

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98 Maple Avenue
Uncasville, CT 06382

FINANCE AND ACCOUNTING PROFESSIONAL

EXECUTIVE SUMMARY:

Highly motivated and creative professional with strong analytical and problem solving skills. Self motivated to succeed beyond expectations. Interested in pursuing a growth-oriented career, supporting the mission and operational needs of a high performance organization. Excellent communicator with genuine talent in building trust relationships. Detail orientated analytical thinker, able to work independently or with a team. Advanced computer and software skills. Able to analyze and interpret complex financial data. Performs well under deadlines with a good sense of prioritizing multiple projects. Solid understanding of GAAP, GAAS, Sarbanes Oxley Act, and PCAOB auditing standards. Knowledge of accounting theory and practice, and principles of Federal taxation. Strong aptitude and willingness to learn new skills. C.P.A. designation. Fluent in Polish.

SPECIALTIES:

Accounting, Auditing, Finance, Federal Taxation

EDUCATION:

University of New Haven, West Haven, CT
Master of Business Administration in Accounting
Graduate Certificate in Taxation

January 2011 (GPA 3.9)
Sigma Beta Delta, Member

Bryant University, Smithfield, RI
Bachelor of Arts in Economics and
International Business

January 2008, magna cum laude
Phi Theta Kappa, Member
Honors Program, Dean's List Recipient

TECHNICAL SKILLS:

Microsoft Office, Adobe Acrobat, Statistical Regression E-Views and STATA, Webpage design, LexisNexis PCLaw Pro, Legal research on LexisNexis, Westlaw, RIA, QuickBooks, and ACL

WORK EXPERIENCE:

Finished Work LLC, Mystic, CT

Family owned construction and home improvement company. See www.finishedwork.biz

Position: Accountant/Consultant, June 2010 – present

- Performed general accounting in QuickBooks, reconciled accounts and corrected journal entries
- Prepared federal and state tax returns and filings
- Consulted on firm's business development and marketing strategy

Michael E. Satti, Attorney at Law, LLC, Stonington, CT

Law office practicing labor and employment discrimination law, municipal law, complex and multi-district litigation, and trial and appellate litigation in State and Federal Courts. See www.satti-law.com.

Position: Paralegal/Accounting, June 2008 – August 2010

- Analyzed, evaluated and summarized financial and accounting documents. Executed economic reports, financial summaries, factual research, commercial collection, business valuation, and damages summaries
- Processed A/R and A/P and generated accounting reports. Executed billing and sent invoices to clients. Maintained General Ledger, time and billing entries, corrected irregularities and errors
- Conducted state and federal legal research. Prepared pleadings. Filed documents and reports with state and federal courts. Simultaneously managed a few dozen open cases
- Paralegal Litigation Certificate Program, University of Connecticut, December 2008

ANNA EVA CORDOCK

NEC-Mitsubishi Electronics Display-Europe, GmbH, Cracow, Poland, EU

Liaison office of international IT hardware manufacturer. Responsible for sales and marketing, and service and support of display products and solutions. See www.nec-displays-pl.com.

Position: Assistant to Area Manager, Business Development/Sales/Administration, September 1996 – January 2003

- Launched and established brand new branch office
- Prepared annual fiscal and marketing budgets, and rolling sales forecasts of approx. 2 ml Euros per month
- Facilitated market research, initiated and established PR and product marketing activities
- Cooperated with vendors, coordinated sales orders and delivery schedules. Executed sales and performance reports from vendors' accounts
- Translated product technical sheets and prepared PowerPoint presentations and promo material
- Supervised legal and state law compliance, product localization and compliance with legal standards

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REFERENCES

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