

**ADAM H. GLICK ■ 33 Lawler Street, Holyoke, MA 01040-2928**

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## **OBJECTIVE**

Bring my organizational ability, interpersonal skills and real world business experience to a full time Administrative position. My employment with a family business and subsequent experience more than equip me for the challenges and responsibilities of this position.

## **PROFESSIONAL EXPERIENCE & EMPLOYMENT HISTORY**

**2010 – Contract Position – *University of Massachusetts, Amherst, MA* – UCard Accountant**

- UMass Internal Debit Card - Daily, Monthly & Year End data accumulation, analysis and reconciliation. A/P & A/R
- Microsoft Excel Spreadsheet and Microsoft Word Mail Merge creation and editing
- Blackboard and PeopleSoft report creation and analysis

**2010 – Contract Position – *Atalasoft Inc.*, Easthampton, MA – Bookkeeper at a Software Developer and Retailer**

- QuickBooks Pro Edition. A/P and A/R, bank deposits and reconciliations
- Microsoft Excel Spreadsheet creation and editing

**2009 – Contract Position – *Michael Wainwright, Inc.*, Great Barrington, MA – Bookkeeper at a Tableware Designer and Wholesaler**

- QuickBooks Enterprise Edition, Manufacturing & Wholesale Version. Payroll, A/P and A/R, bank deposits and reconciliations, General Ledger Entries

**2009 – Contract Position – *City of Easthampton, MA* - Assistant to the Finance Director**

- Bank and Municipal Account Year End analysis and reconciliations
- Microsoft Excel Spreadsheet creation and editing

**1997 – 2008 - Office Manager / Comptroller**

***Philip Glick Supply Co.*, New York, NY: Hardware and Plumbing Supply store with 1.8 Million dollars in annual gross sales.**

***J&M Plumbing Corp.*, New York, NY: Plumbing and heating contractors with \$850,000 in Yearly billings.**

***Eljamar Realty Corp.*, New York, NY: 28 unit Rent Stabilized residential apartment building with \$236,000 Yearly rent roll.**

- QuickBooks Online Edition. Payroll, A/P and A/R, bank deposits and reconciliations, General Ledger Entries, Procurement and Sales Reports / Analysis
- Requirement Analysis and Procurement of Goods
- Computerization of all office functions
- Supervision and training of all Office Staff. Team building and Union Interface
- Composed and processed all correspondence, forms and communications with all New York City, New York State and Federal agencies and departments
- Compliance with all Federal, State and City housing rules, regulations and statutes

## **EDUCATION**

**2010 – Advanced Workshops in Microsoft Office 2007 Access, Excel, PowerPoint & Word, FutureWorks, Springfield, MA**

**2009 – Advanced Workshops in QuickBooks Premier Edition, CareerPoint, Holyoke, MA**

**1984 - J.D., *Cum Laude*, Seton Hall University School of Law, Newark, NJ**

**1980 - B.A., *Cum Laude*, Ramapo College of New Jersey, Dean's List**