

Maria Rebello

16 Lovatt Street, Norwalk, Ct 06851
203 847 7790, mrebello@optimum.net

- SUMMARY:** An accomplished small business manager with solid background in basic accounting procedures. Has demonstrated the capacity to accept and meet the challenges of increasing and new responsibilities in the areas of financial reporting, business management and data processing.
- EXPERIENCE:**
- 5/88-8/2010 **TRAVEL WORLD NEWS**, Norwalk, CT. National Trade Publication Financial Manager/Special Projects Coordinator: Working directly for the owner, financially structured and incorporated this new business. Responsible for all financial functions. Customized a fully computerized accounting system. Established lines of credit with local banks and set up financial framework for employee benefit programs. Evaluated and purchased office furniture and equipment and communications systems. Negotiated agreements with printers and other primary suppliers. Established cash flow and accounts payable procedures including prioritizing disbursements of \$2 million annual budget. Prepared special reports and initiated independent projects.
- 5/82-5/88 **JAX FAX MAGAZINE**, Darien, CT. Travel Trade Publication Manager of Accounting: All accounting functions, management and accounting reports and bank reconciliations. Devised procedures for break-even fore-casts and cash flow projections. Established procedure for controlling cash reserves to meet peak periodic requirements and investment of excess capital funds. Initiated account collection procedures which resulted in a 70% reduction of delinquency.
- EDUCATION:** Norwalk Community College
Associate Degree in Accounting, 1986