# William T Hofferth February 7, 2011

**15 Botelle Manor**

**Cromwell, CT 06416**

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Please review my work history and experiences for the posted position of *Bookkeeper*. I have been financially managing sound businesses for the majority of my career. Past positions have included the responsibilities of accounts receivable, accounts payable, forecasting, reporting and all other financial requirements of a business. I have also managed payroll and benefits along with creating professional development plans for employees. I am proficient in Quickbooks (Pro Certified) and Excel.

I would look forward to a live interview to further discuss my qualifications and to learn more about the objectives, needs and goals of your client.

Thank you for your time.

# MedKnowledge Group (2002 – 2008)

*Business Manager*

*MedKnowledge is a Medical Communications company working exclusively with the top pharmaceutical companies in the world to deliver high quality education to physicians relevant to their products and goals. Product lines include Speaker Training, Advisory Boards, Peer to Peer Educational Programming (both live and pre-recorded), Symposium and Enduring Materials. State of the art delivery methods were employed including Web Cast and Satellite Transmission. Our company was an early leader in the closed loop, tablet PC marketing arena.*

In 2002, I was hired in the position of *Business Manager.*  Duties included the management of the company’s finances. The company rapidly grew to approximately 65 employees and $10MM in gross revenue while executing educational programs for the second largest pharmaceutical manufacturer in the world. My role was to manage the supporting financial and HR duties and provide necessary reporting to the company accountant.

One year later The MedKnowledge Group was recapitalized with a California based investment firm.

Skills and capabilities associated with my experiences:

* Managed all finances of a quickly growing company with efficiency and accuracy.
* Was integral in both the acquisition and re-capitalization which demanded long focused hours analyzing and fulfilling materials necessary to complete the deals.
* Performed and subsequently managed all HR functions including 401K and health plan management.
* Negotiated contractual agreements and billing practices with client procurement departments.
* Provided reporting and metrics compared to goals to the Managing Member and the Board of Directors quarterly and as needed.
* Managed budget and expenditures vs. income to maintain acceptable ratios.

# The Manor Collection (1990 – 2002)

*Owner/Operator*

*The Manor Collection, a wholesale producer, manufacturer and distributor of high quality products to the retail gift industry.*

As owner operator of a wholesale gift production company, I managed business development, production, delivery timelines and all aspects of financial reporting.

* Entrepreneurial venture successfully managed and operated for more than 10 years.
* Sourced, attended and managed all trade show and business development activities.
* Oversaw production vendors and inspected for quality and timeliness.
* Maintain appropriate financial records.
* Became Quickbooks certified.

# Home Entertainment Service Center “HESC” (1984 – 1988)

*Co-Owner, Operations Manager and Business Manager*

*HESC was a regional leader in the repair and service of in-warranty and consumer home electronics including TVs, VCRs, Stereos and Camcorders.*

HESC was formed with the mission of becoming the premier service company for home electronic equipment in Connecticut. HESC grew from the original 3 owners to a company that included 7 repair technicians, 2 route drivers and 1 office manager. HESC was authorized by 14 different electronic manufacturers to perform in-warranty repair.

* Managed the implementation of an entrepreneurial vision.
* Managed all aspects of financial and accounting needs.
* Secured working authorizations with major manufacturers such as Zenith, Fisher and RCA through proven systems and an ability to exhibit quality service in all deliverables.

Graduate of Middletown High School

Attended;

Ohio Institute of Technology

Central Connecticut State University

Middlesex Technical College

Family:

Wife Lisa, sons Will and Cole and daughter Tara

Interests:

Golf, photography and the shore

References available on request