**Kimberley A. Rudolf**

111 Ledgewood Rd. #302

Groton, CT

Phone: 503-890-6896

kimberleyrudolf@yahoo.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFILE**

* Highly intelligent and flexible CPA candidate
* Leadership and supervisory experience
* Technology skills include: MS Word/ Excel/ Power Point/Access, PeopleSoft, Freedom and JD Edwards

**EDUCATION** Portland State University, Portland, Oregon

**Bachelor of Science in Accounting,** Graduated December, 2008- GPA 3.49

University of Oregon, Eugene, Oregon

**Bachelors of Science in Business Administration,** Graduated June, 2005- GPA 3.20

**EXPERIENCE**

**Real Estate and Facilities – Asset & Property Management Coordinator**

The Regence Group, Portland, OR/Remote February 2011-Current

* Manages the budgeting and forecasting of a $14 million dollar operating and capital budget for all owned and leased buildings
* Analyses expenditures to ensure contracts are being properly executed by vendors and all potential savings are captured
* Analyses potential sales, leases and other agreements of the $300 million dollar commercial real estate portfolio over 4 states and 15 locations for financial gains and payback time
* Supports all Real Estate and Facilities employees on financial matters including the Director, Asst. Director of Asset Management and Facilities Management, Project Managers & Facilities Managers.

**Accountant II**

The Regence Group, Portland, OR November 2008- February 2011

* Reconciled fixed asset accounts, which includes determining costs, defining classification for GAAP and Statutory and long term tracking
* Supported Real Estates and Facilities and IT Department as a main contact for accounting questions, changes to assets and leases and all property management accounting including tenant accounting issues.
* Analyzed contracts for financial impacts and correct classification
* Acted as liaison for PeopleSoft upgrades, helping with design, testing and implementation phases for fixed assets.
* Acted as the fixed assets audit coordinator for Deloitte during the 2009 external audit.
* Completed footnotes and analysis for year-end financial statements for both GAAP and Statutory.
* Worked with multiple departments to create efficiencies through process improvements both internally and externally.
* Coordinated and completed 2010 Asset Review & Software Impairment Review

**Accounting Specialist**

XPEDX, Portland, OR March 2007- November 2008

* Ensuring that all costs incurred in operation are properly allocated to COGS or correct GL.
* Researching and monitoring inventory variance and writing the correcting JE for a distribution company with over $10 million dollars of inventory. Including month end reconciliation and analysis of all variance and adjustments of cost.
* Allocating and verifying cost associated with conversion processes including raw materials, labor and freight.

**Shift Supervisor**

Safeway, Hillsboro, ORApril 2000-April 2007

* Accountable for providing Superior customer service to all customers
* In charge of daily operational tasks including opening and closing the store.
* Trained new hires, courtesy clerks, cashiers and office clerks on store procedures and needed skills for new job
* Provided risk management with analysis and research of various suspicious transactions in order to provide higher level of security and terminating threats to this security

**Interests**

* Hiking, University of Oregon football games, Kappa Delta Sorority, playing sports of any kind, investing and traveling.