Maryann Kurth-Garza

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Objective: To secure a position that will utilize my past work experience.

Employment:

Universal Staffing, Hartford, CT / Gerber Scientific, Tolland CT. 01/11- 5/11

**Purchasing Expediter**

* Tracked shipments corresponded with vendors and ensure timely receipt.
* Processed MRB’s, trouble shoot Purchase orders and update records in SAP.
* Assisted Purchaser, Buyers and Managers on special projects.

UTC - Pratt & Whitney, EFO, East Hartford, CT. 11/07-6/09

**Coordinator of Financial Support.**

* Provided services to support engineering global sourcing initiatives.
* Interacted with Commercial and Government subcontractors.
* Confirm compliance to procurement and Sarbanes Oxley.
* Processed Vendors Purchase orders in SAP for completion.
* Troubleshoot, research and resolve all vendor issues
* Assist customers to expedite purchase requests.
* Maintain daily P.O. log and Contractors files.
* Prepare badges and process identification cards for contractors.
* Team Lead for Managers Initiatives Projects.
* Sub Team Leader for Employee Health & Safety Team and ACE compliance.

UTC -Pratt & Whitney, International Division, East Hartford, CT. 01/06-11/07

**Senior Finance Support Coordinator**

* Sort, batch, review invoices. Process all check and wire request USD and FX rates.
* Maintain employee and vendor files. Set up new wire information in Citibank software.
* Troubleshoot research and resolve all disbursement payments issues.
* Assisted Accounting Analyst for month end balancing and auditing.
* Work directly with UTC Treasure department and the cash entrees logs.
* Assist Management on special projects: Implementation of New Banking system and Process Improvement Team.
* Train fellow associates in accordance with company polices and Sarbanes Oxley.

UTC – Shared Business Serv., International Division, Windsor, CT. 07/01-12/05

**Finance Support Coordinator**

* Sort, batch, review invoices. Process all check and wire request USD and FX rates.
* Maintain employee and vendor files. Set up new wire information in Citibank/Fleet software.
* Troubleshoot research and resolve disbursements and UTIO payroll issues.
* Update COLA rate reports and disburse to all UTC Human Resources: domestic and foreign.
* Prepare deposits slips for USD and Foreign funds receivables.
* Assisted UTIO Tax Manager for special monthly, quarterly and annual W2 reporting projects.
* Audit and backup support for International Payroll supported by Genesis soft ware system.
* Collect receivables, maintain and make deposits for UTIO reimbursements.
* Assisted Share Business division’s director for Team building events.

Education:

Manchester Community Technical College, Manchester, Ct.

Associates of Science Degree

Post University. Waterbury

Business Management Classes

Community Service, Associations & Awards:

2002-present State of Connecticut Justice of Peace

2011-pending State of Connecticut Notary

2001-2009 UTC and Pratt & Whitney, RAVE, Team building, and Volunteer Award.

1992-2009 United Way Chairperson for company supported campaigns Award.

1995-2011 PTO and School volunteer – JFK, Windsor, and Ct.

2005-present Gov.Parent Committee, Volunteer, Treasure at Classical Magnet Sch., Hartford, Ct.

References:

Cyndi Esposito Team Lead, Pratt & Whitney / 860-565-3218 - Cynthia.EspositoFranzo@pw.utc.com

James Bober EFO Manager, Pratt & Whitney / 860-565-3496 - James.[Bober@pw.utc.com](mailto:Bober@pw.utc.com)

Rachel Muli Executive, United Technologies / 860-760-7000 - [Rachel.Muli@utc.com](mailto:Rachel.Muli@utc.com)

Personal References:

Michael Zagaja / Tax accountant 860-683-4433 – Michael@snet.net

Tim Sullivan / CMS Principal 860- 565-9100 - TSullivan@hartfordschools.org