Patricia B. Parks

85 Valley Drive

New Milford, CT 06776

(860) 318-6238

CAREER OBJECTIVE: A challenging opportunity within a fast paced environment which

will fully utilize my skills and experience in the field of administrative management, accounting and bookkeeping.

SUMMARY OF

QUALIFICATIONS: Offering extensive experience in accounting and full charge

bookkeeping in small business/corporate and banking

environments to include:

Accounts Payable/Receivable - Payroll - Inventory Control -General Ledger through Financial Statements

Experienced in preparation and analysis of financial statements

to insure proper management of resources and expenses.

Thoroughly knowledgeable in all aspects of office and

administrative management. Highly competent in handling

diverse and multi-level responsibilities and special projects.

An example would be, in my last accounting position, the corporation was without a bookkeeper for three months. When I arrived I learned the software independently, closed out the previous year’s accounting period, brought present year’s financial statements current. This was all accomplished in a three-month period. During this same period I independently worked to assess inventory losses due to Hurricane Wilma and submitted data to

insurance company.

SUMMARY OF

EXPERIENCE:

7/11 – Present CVS Pharmacy, New Milford, CT

Pharmacy Technician

Assisting pharmacists in entering prescriptions, manually filling

prescriptions and checking out customers at register

11/05 – 8/09 Sea World Seafood Dist., Inc. - Pompano Beach, FL

Full Charge Bookkeeper, Office Management, Wholesale Seafood Distributor

Sales approx. $18 million per year, employees, 38. Software used:

Sea Soft, Microsoft Excel and Word.

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1/98 - 5/05 Virginia Carolina Electric Sales, Inc. - Norfolk, VA

Credit Manager & Full Charge Bookkeeper, Electrical Wholesale Co.

Sales approx. $4 million per year, Employees, 15 to 24.

Software: Industry-related

6/95-1/98 Davis Interiors, Ltd. Norfolk, VA

Full charge Bookkeeper, Shipboard Habitability Company

Sales approx. $20 million per year. Employees approx. 55.

Software: Peachtree

1/87 - 6/95 New Milford Savings Bank, New Milford, CT

General Ledger Bookkeeper

Managed general ledger accounting and multi-million dollar reconciliation for 13 banking offices, 800+ chart of accounts, correspondent bank reconciliation. Fixed asset accounting, reports for federal and state regulatory agencies, Board of Directors and Stockholders. Assets $320 million.

10/85 - 1/87 Holman, Inc. - Danbury CT

Office Manager/Full charge Bookkeeper, Mechanical Contractor

Oversaw office operations supervising 3 personnel with payroll responsibilities for 45 employees. Full charge bookkeeping through financial statements. Software: Peachtree

EDUCATION

AND TRAINING: Western Connecticut State University - Danbury CT

Business Administration & Accounting