**Elaine D. Ferguson**

62 Somerset Drive

Manchester, CT 06040

Cell: 860-604-8020

[edkf63@cox.net](mailto:edkf63@cox.net)

Summary of Qualifications

* Development of action plans to achieve the identified objective
* Detail-oriented to address every level of the assigned task
* Strong analytical and research skills
* Ability to plan and organize multiple assignments to meet deadlines
* Successful relationships with clients, executive and mid-level employees, as well as the general public
* Strong computer skills including Microsoft Office Products such as WordPerfect, Excel and PowerPoint

Professional Experience

## Insurance Tax Paraprofessional – Financial Services

Deloitte Tax LLP, Hartford, CT

November 2004 to present

Responsibilities:

* I coordinate and process all aspects of premium tax compliance filings to State and Local Governments using the Corptax premium tax system while utilizing a variety of research methods to ensure the highest level of accuracy on all filings;
* I utilize my knowledge of State compliance rules to ensure that each client falls within the standards of accuracy for each State;
* I prepare and review for accuracy annual premium tax returns for several insurance clients as well as complete the final processing to ensure that all returns are received in a timely manner to avoid all penalties;
* I develop and coordinate premium tax projects for our counterparts in Deloitte’s Hyderabad, India office;
* I work with newly hired employees of the premium tax group to ensure proper use of all software packages, all processing requirements, and appropriate client and State interactions.

Accomplishments:

* I developed and implemented procedures for the newly-created Premium Tax Group and have continued to streamline those same procedures to meet budgetary demands, time constraints and client wishes;
* I maintain strong client contact to provide the highest level of professionalism to clients and State tax filing representatives;
* I consistently work with Managers and Senior Managers to update and distribute marketing materials to prospective clients, as well as monitor yearly time and budget constraints to guarantee the Premium Tax Group continues to achieve financial success for Deloitte Tax LLP.

## Treasurer – re-elected annually for 13 consecutive years

Eighth Utilities District, Manchester, CT

* I oversaw and maintained all aspects of fiscal management including payroll, high-yield money management, and general ledger activities;
* I processed highly sensitive and confidential materials throughout each fiscal year;
* I developed monthly reports for presentation to the Legislative Body;
* I participated in a committee to create a Policy and Procedure manual for all employees; worked with Connecticut Business and Industry Association to complete the manual for distribution.

Prior Experience

Executive Assistant to Senior Level Executives

Gerber Scientific Products, Inc. Manchester, CT

Data Base Management, Inc. Manchester, CT

Responsibilities:

* managed and coordinated duties of administrative support staff including hiring, training and yearly reviews
* worked with department managers to develop procedures to raise administrative support potential
* prepared correspondence, coordinated travel schedules and facility tours for national and international visitors
* prepared daily correspondence, status reports, course outlines, and financial forms
* maintained positive public relations through heavy phone contact and appointment scheduling

Education

Central Connecticut State University

New Britain, CT

* Bachelor of Science Degree in Elementary Education, May 2004
* Major: English
* Dean’s List

Certification: Connecticut Teacher’s Certification

References Available Upon Request