

# **Gil Eggemeyer**

## **Assistant Night Manager**

Indianapolis, IN - Email me on Indeed: [indeed.com/r/Gil-Eggemeyer/adb2d9241ed1417d](https://www.indeed.com/r/Gil-Eggemeyer/adb2d9241ed1417d)

### **WORK EXPERIENCE**

#### **Assistant Night Manager**

Marsh Supermarket - 2016 to 2017

10:00 PM - 6:30 AM)

- Supervise Night when Manager is not in store.
- Assist Manager when in the store.
- Unloading Nightly Semi trucks
- Personal guidance of employees
- Stocking and cashiering as required.
- Display setup and tearing down displays.
- Other special tasks as required

Advantage Marketing and Sales - Indianapolis, IN - 2014 to 2017

#### **RETAIL MERCHANDISE RESET SHELVES AND STOCKING**

- Remove and restock shelf according to new plan o grams.
- Preparing for Inventories
- Taking Inventories as rewired.

#### **TESTING AND SCHEDULING COORDINATOR**

Adams & Associates - Edinburgh, IN - 2011 to 2013

- Initial student testing to establish appropriating class schedules.
- Weekly scheduling of 500+ students on a weekly basis.
- Prep=GED testing to evaluate the students ability to pass the state GED standards.
- Weekly reporting for student accomplishments for the national center.
- Special projects and reports for the Academic Manager and the Deputy Center Director.

#### **Rent Manager Real Estate Software**

Creative Solutions - 2000 to 2012

- Microsoft Vista
- Microsoft Office 2007
- Microsoft Office 2003
- Microsoft XP
- Microsoft Office 2000
- Microsoft Office 2010
- Corel WordPerfect
- Intuit Quicken 2000-2012
- Various Mainframe Applications (Accounting-FCS, TSO, SAR)
- Lotus & Lotus Notes
- AS400
- Total Reconciliation System -TREC
- FileNet
- Millennium Real Estate Software

-Rent Manager Real Estate Software

## **IT ASSISTANT**

Adams & Associates - Edinburgh, IN - 2007 to 2011

- Responsible for all employee password access and completion of appropriate paper work
- Supervised work based learning students during their time working in IT department.
- Created and presented various training programs for staff.
- Assist staff with any software issues and accurate usage.
- Setup and repair of computers, monitors and peripheral equipment.
- Secure all computer equipment.
- Assisted in establishing new computer labs for students.
- Completed special projects assigned
- Justified the purchase of new equipment.
- Worked with cabling, ports, switches, voice gateways, and some network changes.
- Accepted duties of IT Managers when the manager was not available.

## **FINANCE & ADMINISTRATOR DIRECTOR ASSISTANT**

- Responsible for travel arrangement.
- Updating budget information for Finance Area.
- Coordinate special projects assign.
- Maintained and monitored required report schedules and completion.
- Student Store management including changes in procedures and processing including new POS System.
- Completed various assignments assigned by Finance & Administrator Director.

## **PROPERTY MANAGER**

Barrington Management Co - 2003 to 2007

- Direct activities within the Corporate Office in connection with VP of Operations.
- Responsible for the accuracy and posting of account receivables for all entities (approx. 20) managed by the company including daily deposits.
- Conduct all accounting function5 (AR, AP, Payroll-Prime Pay) and financial reporting.
- Responsible for the computer systems within the organization.
- Coordination of commercial property maintenance, purchases, bids for products, rental increase, CAM charges and all tenant contacts.

CONSECO - Indianapolis, IN - 2002 to 2003

## **CONSECO (CIG)- ACCOUNT RECONCILIATIONS**

- Accountable for suspense reconciliation, research (manual/systematic), and correction entries to production and accounting systems for numerous accounts.

## **ASSISTANT**

Barrington Management Co - Indianapolis, IN - 2000 to 2003

## **PROPERTY MANAGER**

- Responsible for the Account Receivables for all entities (approx 20) managed by the company.
- Assisted with accounting functions and daily deposits.
- Responsible for the computer systems within the organization.

## **RECORDKEEPING ANALYST SENIOR FINANCIAL OFFICER**

Bank One - 1996 to 2000

Responsible for the processing, reconciling, and annual testing of various 401(K) plans.

Bank One - 1993 to 2000

Indianapolis, IN

Bank One - 1995 to 1996

-Accountable for converting all financial and indicative data for 401(K) plans of the outlying areas to a central processing system.

MERGER RECONCILIATION TEAM (1994-1995)

-Responsible for the reconciling of outstanding items in the various internal accounts consolidated during the merger.

### **DUE FROM BANK MANAGER. ASSISTANT VICE PRESIDENT**

Bank One - 1993 to 1994

- Responsible for the monitoring and reconciling of 50 accounts (100 accounts during merger) with other financial institutions and the Federal Reserve.

- Directed the data entry processing of all general ledger entries (2 general ledgers during merger) for the corporation and its subsidiaries.

- Monitored and evaluated the performance of 1 supervisor, 1 group leader, 3 accounting clerks, 2 clerks, 3 data entry operators and 6 temporaries.

### **AVP**

INB Mortgage Corporation - 1990 to 1993

- Selected to assume the additional management responsibilities of the Investor reporting and Corporate Systems Support areas. This resulted in a promotion to Assistant Vice President.

- Supervision of 1 programmer, 3 system analysts, 1 group leader, 1 supervisor and 3 non-exempt employees. Included daily supervision, assisting in goal setting, review of productivity, salary administration, budgeting, and delegation of responsibilities.

-Administration of Investor Reporting - Reporting and remittances for 150 investors, 600 security holders and regulatory agencies for the activity of 28,000 mortgage loans.

- Accountable for 300 transaction and savings accounts containing an average of 13 million dollars held in trust for investors.

- Reduced audit exceptions from 20 to 0 within a two-year period.

- Coordination of corporate wide data processing functions

- Coordination of 2 internal LANS and a mortgage servicing service bureau with a connection to an internal IBM mainframe.

Recommended and implemented a new wiring structure which reduced down time by 80% and increased printer access from 2 to 8 printers- Evaluated and justified the purchase of new hardware and software.

Automated processing by providing on-line real-time input and eliminated preprinted forms through laser output

- Successfully converted 10,000 loans from 7 affiliate banks systems to the mortgage loan servicing system.

INB Mortgage Corporation - 1987 to 1993

### **MANAGER**

INB Mortgage Corporation - 1987 to 1990

Liaison for the mortgage servicing system with the service bureau and coordinating system enhancement implementation and user training.

Recommended a new printing process, data transmission to the corporation's mainframe, which resulted in a \$69,000.00 savings the first year.

- Established the first offsite entry facility that became part of our contingency plan.
- Implemented equipment changes that increased productivity 200% due to greater on-line accessibility by all users.

Accountable for the accuracy of system updates and daily processing.

### **SUPERVISOR OF FIXED ASSETS & ACCOUNTS PAYABLE**

INB Mortgage Corporation - 1985 to 1987

Directed the daily activities of 5 non-exempt accounting clerks for both the Fixed Asset and Accounts Payable areas.

- Implemented, tested, and evaluated the results of all system software changes.
- Established new system procedures and realigned all functions within the area. I Created new reports that eliminating duplicate effort in maintaining records for budgeting, profit planning, and vendor analysis.
- " --Identified expense report and travel advance problems. These situations were resolved with the creation of a Travel Coordinator position.

INB Mortgage Corporation - 1974 to 1987

### **SENIOR MANAGEMENT ANALYST**

INB Mortgage Corporation - 1979 to 1985

- Created and published a Corporate Control Manual which documented all corporate wide policies and procedures.
- Liaison on task forces for the general accounting area to evaluate internal controls of new software packages purchased or built internally.

### **VISA COLLECTION SUPERVISOR/COLLECTOR**

INB Mortgage Corporation - 1974 to 1979

- Supervised 5 collectors and created a training program for new collectors.
- Assisted with the purchase and implementation of a new credit card system.

### **NCOIC of Computer Payroll Processing**

U S Air Force - 1970 to 1974

Other Activities

Former Member, Board Member and Officer of the American Institute of Banking President of Church Council  
Director of Parish Communications for Church Council

### **SETTLEMENT CLERK**

BATCH MAKE - 1969 to 1970

Check processing.

### **EDUCATION**

### **BS in Business Management and E in commerce**

Indianapolis University  
1998 to 2007