

## **PROFESSIONAL EXPERIENCE**

### **Freelance • Tulsa, OK • Accounting and Finance Consultant • 2016 – Present**

- Financial statement preparation, review, analysis and attestation services. • Taxation preparation, review, and filing services.
- Accounting information systems development. • Outsourced accounting and finance departmental functions.

### **Folds of Honor • Owasso, OK • Senior Accountant • 2018 – 2019**

- In addition to similar duties listed below, processed expense report reimbursements on a weekly basis for 100+ employees and 1099 contractors nationwide, ensuring accuracy, completeness and timely payment to correct accounts. • Regularly reviewed payroll registers for accuracy especially regarding rates, hours, taxes, 403(b) contributions, and other deductions.

### **John Christner Trucking, LLC • Sapulpa, OK • Senior Accountant • 2015 – 2017**

- Responsible for the preparation, completeness, and accuracy of accounting and finance information for the production of journal entries, statements, schedules, and filings. • Proactively evaluated the results of operations, identified trends, risks, and opportunities, and made recommendations to ensure the accounting function and business achieved their goals. • Provided technical accounting information, financial knowledge and training to others within the accounting function and organization. • Designed and implemented general ledger rules pertaining to two software systems conversions, ensuring the completeness, accuracy, and correct classification of transactional data from a financial reporting perspective. • Monitored and evaluated the performance of accounting and other financial staff, recommending and implementing improvements where possible.

### **HoganTaylor, LLP • Tulsa, OK • Senior Assurance Associate • 2013 – 2015**

- Planned, executed and coordinated multiple audit engagements including Sarbanes-Oxley requirements, financial statement audits, agreed upon procedures, and benefit plan audits, based on risk assessment. • Audited/Reviewed financial statements and related disclosures for SEC required disclosures for public companies in accordance with GAAP as well as private companies. • Reviewed test work, financial statements, and footnote disclosures for Forms 10-K and 10-Q in accordance with SEC regulations. • Assessed the materiality, risks, and financial statement impact of audit findings and inform management of critical issues. • Performed financial statement analysis including budgeting, modeling, forecasting, and risk assessment, and documented findings. • Supervised, developed, and evaluated performance of colleagues on engagements through oversight and review of work papers, training and communication of needed improvements.

### **NTS Communications • Lubbock, TX • Staff Accountant • 2010 – 2011**

- Prepared journal entries and consolidated financial statements. • Worked with the CFO in the implementation of processes and procedures pertaining to Sarbanes-Oxley compliance regarding the entity's internal control framework as well as controls over financial reporting. • Performed supervision and review procedures related to annual Form 10-K and quarterly Form 10-Q filings.

### **Washington State University • Pullman, WA • Teaching & Research Associate • 2008 – 2009**

- Assisted professors with all aspects of classroom management. • Maintained office hours. • Assisted professors with research, including: collecting and analyzing data, and formulating and testing hypotheses regarding SEC records and pronouncements.

### **Texas Tech University • Lubbock, TX • Student Investment Fund Manager • 2006 – 2007**

- Performed research and presented findings to a team to democratically manage investment decisions for a \$2M investment fund.
- Portfolio consistently outperformed the market. • Only student to elicit unanimous "Buy" consensus after presentation in one year.

## **EDUCATION**

**Oklahoma State University** • Stillwater, OK • Twenty-one Accounting credit hours taken for CPA eligibility. • Completed: 2013.

**Washington State University** • Pullman, WA • Master of Arts: Applied Economics • Graduated: 2009.

• Masters Thesis Topic – Corporate Social Responsibility and Stock Market Returns.

**Texas Tech University** • Lubbock, TX • Bachelor of Business Administration: Finance & Economics • Graduated: 2007.

## **LICENSES & CERTIFICATIONS**

- Certified Public Accountant • United States eligibility requirements met. Passed Business Environment and Concepts section.
- Amateur Extra Radio Operator License • Issued by FCC under Title 47 CFR, Part 97 in December 2019. • Call sign: KG5LAJ.
- TEFL Certification (120 hour) • Completed October 2019 with a grade of High Distinction.

## **TECHNICAL SKILLS**

- Well-versed in statistical and data analysis software (e.g., SQL, IDEA, SAS, R, Mathematica). • Proficient in accounting software (e.g., Caseware, AS/400-based systems, Quickbooks, Peachtree, Dynamics). • Intermediate proficiency in various programming languages (e.g., Python, Java, C#, HTML, BASIC, FORTRAN). • Skilled with Microsoft Office suite (Excel, Word, Access, etc.).

**PROFESSIONAL MEMBERSHIPS** • Professional Accounting Society of America (2012) • Beta Alpha Psi (2012) • Delta Sigma Pi (2012) • American Finance Association (2012) • Financial Management Association (2008–2010).

**HONORS & AWARDS** • President's Honor Roll (2012, 2006) • Dean's Honor Roll (2003–2007) • Full Tuition Waiver, Washington State University (2008–2009) • Rawls College of Business Competitive Scholarship (2007) • J.P. Morgan Chase Scholarship (2007).