# **Christina Artemov**

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# Management Professional

Management Professional with 4 years of experience managing business office functions and providing executive level support to principals. Superior interpersonal and analytical expertise with a flair for increasing organizational cohesiveness and profitability through talent assessment and employee management. Utilize management experience to align financial and business activities with organizational goals, fostering business growth.

**Areas of Expertise**

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| Accounting and Finance  MS Office Suite  Team Collaboration | Budget Management  Operations Administration  Time Management | Managerial Accounting  Strategic Planning  Records Management |

# Management and Administrative Experience

Mcintire Human Resources, Ithaca, NY

Senior Accountant,December 2014 − Present

* Maintain and update 10 budget spreadsheets for projects and reconciling any errors.
* Assist principals in drafting and editing memos, reports, and proposals. Perform routine clerical tasks such as mailing, copying, faxing, filing and scanning.
* Screen phone calls, take messages, and assist with on-boarding new employees.
* Increased office efficiency by implementing new project management software, reducing costs by over 5%.

Steadman & Steadman, Ithaca, NY

Accountant,October2013 − November 2014

* Maintained up-to-date documentation of all company processes.
* Conducted and oversaw periodic financial audits.
* Coordinated and organized internal control projects with an annual budget of $40 million+.
* Developed formal dashboards to communicate results of audit activities to senior management.
* Managed multiple client accounts totaling over $75 million.

Steadman & Steadman, Ithaca, NY

Accounting Assistant,October2012 − October 2013

* Processed, examined, and certified administrative receipts and disbursements.
* Tracked metrics and performance indicators. Assisted external auditors with document collection for audits.
* Identified several applicable tax credits resulting in tax savings totaling over $14,000 annually.

# Professional Education

(MS) Master of Science in Accounting, Southern New Hampshire University, Manchester, NH May 2012

(BS) Bachelor of Science in Accounting, Southern New Hampshire University, Manchester, NH May 2010