

Amanda Williams

Versatile, reliable and efficient MBA professional with diversified skills and background. Experience in a variety of roles ranging from accountant to operations manager. Offering a unique combination of creative and analytical skills.



Education

2013:

Masters of Business Administration

Marketing Specialization

Eastern Michigan University

2006:

Bachelor of Fine Arts

Graphic Design

Minor: Business

Eastern Michigan University

Computer Skills

- Microsoft Products: Word, Excel, PowerPoint & Outlook
- Adobe Products: Adobe Reader, Photoshop, InDesign & Illustrator
- Deltek Products: Time & Expense & GCS Premiere
- Wavefront LIMS
- IBM SPSS



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Professional Experience

FAAC Incorporated Accountant 2011-Current

- Support controller with month and quarter end preparation, review and analysis for an International Defense contractor with 56.4 million in revenues.
- Review the Sarbanes Oxley procedures yearly for audit preparation
- Responsible for all accounts payable functions, process hundreds of invoices/employee expenses weekly
- Manage inventory levels valued up to \$5 million
- Revenue recognition, journal entries, general ledger, prepare trial balance and other financial reports
- Audit invoices for: coding accuracy, delegation of authority, compliance, taxes and spending irregularities
- Administrator for American Express Business accounts and purchasing cards
- Setup and process of 1099 vendors and yearly reporting to Internal Revenue Service.

National Testing Laboratories Production/Operation Manager 2006-2011

- Management of performance against production metrics
- Assure proper analyses are performed in a timely fashion to meet the goals of the company and the customers
- Supervisory and hiring authority over all shipping, login and administrative functions
- Managed LIMS implementation and creation
- Resolved transition issues and created new tracking methods in order to meet the requirements of newly acquired lab
- Improved sample turnaround by implementing new production scheduling and sample tracking

Troom Management Marketing & Office Administrator 2006-2009

- Performed a variety of marketing and administrative tasks for a restaurant management company
- Managed all marketing needs including: meeting with customers, designing ads, creating new promotions.
- Performed general accounting tasks such as: payroll, invoicing, inventory and expense tracking

Self Employed Property Manager 2003-2007

- Managed 5 residential units
- Preparation of lease agreements
- Show properties to future tenant's
- Manage all requests for maintenance in a timely manner
- Collect rent payments
- Maintained and nurtured existing relationships with tenants, owners and maintenance contractors