

EDUCATION

BS in Accounting – University of Illinois at Urbana Champaign
Minor in Finance in the same four years.

PROFESSIONAL

Certified Public Accountant and Certified Global Management Accountant, Member of AICPA, and Member of the National Association of Female Executives. Treasurer for Marie Montessori Charter Academy (K-8 School) PTA for two years, Auditor on the PTA Board MMCA one year.

HONORS

National Honor Society, Illinois State Scholar, Dean's List, and several Oracle company awards including trip to Qool for nations top consultants.

SKILLS RELATED TO VOCATIONAL OBJECTIVE

Can Motivate Self and Others: Supervised audit teams, a department as an accounting supervisor, a staff of clerical and professional employees as an assistant controller, both small and large project teams on Oracle implementation projects, and worked with up to 40 consulting managers to collect information timely for financial forecasts, and respond to three RVP's questions as needed for their service lines. Like to work with people and help train and mentor new staff.

Good Organizational Skills: Streamlined department procedures where necessary for greater efficiency. Led small, medium, and large size corporations through conversions onto new accounting and distribution software. Coordinated monthly closes and prepared consolidated financial statements for medium and large corporations. Updated and monitored 62 department budgets and related expenses for area managers. Supervised accounting personnel, monthly closes, and reconciliations of multiple computer systems. Prepared staff evaluations and completed special projects as needed. Previously organized and planned various district audits. Prepared workpapers, staff review notes, time budgets, weekly progress reports, and audit reports. Can help you streamline department for greater efficiency.

EXPERIENCE

- 10/20-3/22 Time off due to Death in the family and rehab from surgery, now fully recovered.
Took time off to assist my Father. My Mother contracted Covid 19 in rehab after her leg surgery, she later passed away due to MS and COVID 19 complications. I took some time off to assist my Father with funeral arrangements, sell nursing home furniture, clear out and sell their 2nd property in Chicago, and assist in updating current residence around my own rehab after watchman surgery. Done with all of this and ready to get back to work.
- 8/19 – 3/21 **Marksys Holdings, LLC, Rocklin CA**
Created hiring packets, drug testing, background check process, and new hire orientation. Brought in 15 new and 4 temporary employees. Assisted in completing the documentation to achieve a Hippa Soc 2 certification. Ensured HR documentation and trainings were completed, up to date and filed for all employees. Up to 40 employees. Reviewed GL automated entries to AR and GL in Quick books created by custom IT programs. Posted postage daily, per the CFO's request, company's largest expense. Performed AR postings and collections daily, some very large deposits on heavy mailing days and reconciled them with the Quick books postage accounts daily. Found inconsistencies between systems fed from IT to Quick books AR customer accounts. Started monthly close process. Supervised AP payments and one AP employee. Assisted with Hippa Soc2 **Operations** requirements implementation also. Worked on updating the financial statements in Quick books, as well as old account mapping which needed to be corrected. Streamlined the old monthly close process. Was closer to home, but a bad working environment. Was laid off while on medical disability during a surgical procedure.
- 09/18 to 8/19 **Robert Half Finance & Accounting, Sacramento – Contract Accounting Professional**
- Large National Bank, Roseville, CA - assisted through year end with SOX reports, prepared monthly and year end close reports. Implemented new property tax system and prepared all property tax reports.

- Non-profit Corporation , Auburn CA - assisted in catching up 3 months of year end closes and reconciliations, assisted in catching up and bringing in 177K of funding, trained new employee on QB payroll, and other accounting functions. My rate too high for them long term.
- Large Electronic Refurbishing Company in Roseville, CA for one month while someone was out. Assisted with accounting reports, month end close reconciliations, and learning a 16 year old accounting system that was customized by the international owners.
- CPA Firm - Senior Accounting and Tax Preparation work. Learned Lacerte tax software, performing prep work on tax returns, training on future accounting software, and preparing financial statements for several clients. Was brought in to do Audits and they did not perform many.

2/17 to 9/18 **Gold Country Media, Auburn, CA – Business Manager.** Division of Club Corporation. Oversaw the Accounting for 7 papers, 4 regional magazines, and 6 direct area magazines in the Sacramento area, as well as HR, Payroll, and Accounts Payable, Accounts Receivable, General Ledger entries and monthly closes, Traditional accounting in Oracle, and 6 other systems, three credit card companies, as well as three different banks. Led the set up of the new accounting software for the company of approximately 100 people with five locations and reconciled out the conversion. Performed Accounts Receivable, Accounts Payable, Fixed Assets, Cash Deposits, General Ledger, Month End Closes, Sox Compliance Reporting, Collections and preparation of 600+ member statements, all month end and quarter end accounting close procedures, entries, and statements. Also assisted with the change in circulation accounting software to new rates and schedules with the Circulation Manager. Participated in weekly management meetings. Was looking for something that was not so many hours, was working 12+ hour days. Company is in a financial downturn, so looked at other positions.

8/07 to 02/17 **Alicia Rapelye Accounting Services, Lincoln, CA –** Worked for clients part time at their locations or out of my office in Lincoln, CA.
Spent five months at the Nevada Irrigation District. Was doing 5M+ dollar bank reconciliations to help catch up for year end, and assisting with journal entries as need per the controller. Helped put some new procedures in place for NSF items for water and recreation, assisted in changing the recreation bookings from accrual to cash basis to match the GL to make the reconciliations easier, and changed a few other procedures with the Finance Manager regarding input for greater clarity and for ease in completing the monthly reconciliations. Reconciled multiple accounts, payroll, investment, and operating funds.
Worked for up to 8 clients and one staff. Largest client was CRC Group Inc. which was a construction company doing approximately 4M in business a year August 2007 through January 2011. Worked with multi location billion dollar companies for many years before that outlined below. Traditional accounting in QuickBooks, Oracle, as well as other systems. Had to convert cash books to accrual at year end for outside accountants. Perform Accounts Receivable, Accounts Payable, Fixed Assets, Cash Deposits, AIA Contract Billings, General Ledger, Month End Closes, Bank Reconciliations, Collections and all month end close procedures, entries, and statements. Can provide a client list, references, and reference letters upon request.

03/07 to 07/07 **Accountemps /Robert Half International, Roseville, CA –**
Division Director – End of March 2007 to July 2007 (wanted to get back to accounting finance career)
Interviewing Candidates, sales calls with client personnel, obtaining job orders from clients, placing candidate personnel out on assignments, follow up with company management on job performance, coordinating conversions of personnel to permanent employment, and preparing for and attending weekly management meetings, as well as attending various training sessions.

10/06 to 2/07 **Creative Touch Interiors – Division of Home Depot, then HD Supply, Roseville, CA**
Senior Accountant/Consultant – End of October 2006 to End of February 2007 (building Industry downturn – reorganization and accounting department move to Aurora, CO. – took layoff since husband's job here).
Assisted with performing monthly close activities, generating and checking monthly reports, preparing multiple metrics, mentoring staff accountant, performing analysis as necessary, and preparing designer commissions.

3/06 to 10/06 **TEICHERT CORPORATION, Sacramento, CA**
Senior Accountant/Analyst – March 2006 – October 2006 (left for opportunity closer to home for time being)
Overseeing 200+ month end journal entries, and prepare elimination and consolidation entries for monthly closes for approximately 1 billion dollar company. Run the monthly operating statement for the corporation, proof for errors, compile seven divisions information and distribute to District Accountants for review. Proof and run final month end operating statements for distribution. Assist with annual budget. Prepare various monthly analysis reports and distribute to upper management. Prepare quarterly projections, reports, presentations, graphs, and conduct special

financial and statistical studies as requested. Work with IT Department on special projects related to new module or custom implementation as requested. Attended all system super user meetings with IT.

11/95 to 2/06

ORACLE CORPORATION, Chicago, IL, Redwood Shores, CA and Rocklin, CA (11 years)
Finance Manager – Jan 2005 – February 2006 (left due to double company merger, laid off in merger)
Principal Financial Analyst/ Finance Manager – Nov 2004 -Jan 2005
Managing Principal Consultant – May 1999 to Nov 2004
Principal Consultant – February 1997 – April 1999
Senior Consultant – November 1995 to February 1997

Over a year managing and preparing weekly financial forecasts for 1700 consultants. Work with RVP's consulting managers, business analysts, and admins to collect information and prepare the forecast weekly. Use Files Online for forecast consolidation and reporting with India operations.

Nine years of system implementation experience for various types of organizations, with in-depth knowledge of the Oracle Financial modules. Implementor, financial lead, and then project manager of multiple Oracle and partner company software modules in various size clients ranging from small businesses to multi-billion dollar ERP clients. Streamlined department procedures for greater efficiency, then led and trained company personnel through the system conversions. Ran weekly status project meetings and bi-weekly steering committee meetings with client management. Prepared weekly status reports, a project plan and budget for each phase, updated budgets weekly, staffed the project phases, updated weekly project logs to track issues, action tasks, and changes to various instances. Oversaw and participated in the implementation of modules in an accelerated timeframe, and made recommendations on consolidation restructuring. In addition to Oracle Consulting, my Oracle experience includes assignments with the Oracle Support and Product Development groups that provide me with a well-rounded perspective of financial and distribution system conversions as well as accounting department management.

10/91 to 10/95

DWIGHT'S ENERGYDATA INC., Dallas, TX

Accounting Manager (moved back to Illinois due to illness in family)

Supervised the accounting department consisting of accounts payable, accounts receivable and general ledger staff. Prepared company financial statements and board package exhibits monthly. Led the department through accounting system conversion from Datapoint to ACCPAC software. Calculated royalties and payments on various oil royalty contracts. Oversaw all necessary manual billings and payment of sales commissions for consulting revenues. Prepared annual staff evaluations.

5/89 to 9/91

CLAIM SERVICES RESOURCE GROUP, INC., Dallas, TX

Senior Staff Accountant then promoted to Assistant Controller (Company merger and move, now not in business)

Selected, input, and monitored new company fixed asset system. Prepared 95% of monthly close entries, consolidated financial statements, and individual P&L statements for 26 zone offices monthly. Set up account tables and financial statement formats in company computer system.

5/85 to 5/89

BROWNING FERRIS INDUSTRIES, Houston, TX

Assistant Manager – Risk Management Controller's Department – March 1988 to May 1989

Senior Auditor – Internal Audit – June 1986 – March 1988

Staff Auditor – Internal Audit - June 1985 – May 1986

Led general ledger and accounts payable staff of eight through a company system conversion. Developed, organized, and implemented new department procedures to streamline job tasks. Prepared various analyses for multi-million dollar risk management program budget. Made presentations training new district management on various risk management accounting issues. Learned three BFI company computer systems. Designed test data for system converted to. Performed financial audits of district offices for two years similar to those performed by Deloitte, Haskins and Sells and obtained CPA license with this experience. Performed operation audits for eight months using the Arthur Andersen (now Accenture) cycle approach.

SYSTEM EXPERIENCE:

- 12 Yrs Oracle Financials (GL, AP, AR, FA, CM), Purchasing, Inventory, and Order Management
- QuickBooks – various versions, eight year experience
- Various other financial accounting systems (Peachtree, Great Plains, Access, etc.)
- Microsoft Excel with some Access
- Microsoft Word
- Microsoft Project
- Microsoft PowerPoint
- Microsoft PDF
- Aloha Software
- EDC

- Profitline
- Pantimation government software
- I9 verification software
- Background check software
- Bill.com
- ADP
- Paychex
- Gusto Payroll