**DANIEL PATRICK HALE**

6240 Hilliard Rd. | Lansing, MI 48911 | Phone (517) 290-7460 | E-mail: dhalebopp@hotmail.com

LinkedIn Profile: https://www.linkedin.com/pub/daniel-hale/53/bb2/876

**EDUCATION:**

Lansing Community College,

Lansing, Michigan

**Study: Accounting/CPA Prep.**

G.P.A. 3.86/4.00

\*Accolades- Dean’s List Spring & Fall 2013 Presidents List Spring 2014.

Michigan State University,

East Lansing, Michigan

**Major: Finance**.

**Achievement: Bachelor of Arts Degree**, Spring 2000.

**PROFESSIONAL SKILLS:**

* High proficiency with Microsoft Office products
* Broad knowledge of Fund Accounting
* Alpha-numeric data entry > 98% accuracy
* Acute problem solving ability with the use of logic and experience to ascertain the cause.

**EXPERIENCE:**

*Accounting Tutor, Lansing Community College -* Lansing, MI - *(May 2014 – Present).*

* Assisted Accounting I & II students with any areas of concern they may have regarding course materials taught in these sections.

*Accounting & Operations Specialist,*City of Lansing - Lansing, MI- (Nov 2006-Present**)** *Customer Service Representative* (Oct 2000 – Nov 2006) Salary - $46,113/year

* Verified income tax returns for supporting documentation and signatures
* Compile and input payroll for approximately 250 employees
* Prepare accounts receivable billings to outside contractors
* Journalize and post accounts payable weekly into IFAS
* Maintain oversight of a $600,000 annual contract to MDOT for Trunkline maintenance
* Responsible for the accuracy of postings for monthly expenditures of approximately $1,100,000 in payroll, $100,000 in inventory, and $300,000 in equipment usage
* Charged with reconciling $26 million in expenses and $17 million in revenue, budgeted across seven funds in support of road, sewer, parking facilities, parks and cemetery maintenance, forestry operations, and the City’s refuse and recycling operations
* Reporting to upper levels of management on spending with regards to revenues and progression through the fiscal year

*Tax Associate***,** H&R Block - Lansing, MI. - (Dec 2011 - April 2012) Wage - $8.91/hour

* Successful completion of Income Tax Course, Fall 2011 (93%)
* Conferred with clients regarding matters of tax in respect to their individual situation
* Prepared accurate tax returns for clients using H&R Block proprietary software, based upon information both supplied by client, and gathered during interview process
* Explained carefully the client’s full return, and answered any questions related to the preparation of their returns
* Educated clients with respects to upcoming tax law changes which may impact their situation

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November 23rd, 2014

H.J. Umbaugh

6639 Centurion Dr.

Lansing, MI. 48917

Dear Hiring Manager:

Having achieved what I feel as the apex of my career with the City of Lansing, I am interested in expanding my professional horizons by seeking new challenges in the area of finance and accounting. I had previously interviewed for a positon with H.J. Umbaugh, and was just updating my credentials with you and your staff should there be any current or future openings with your organization. I have included a resume and cover letter for your review and consideration.

As you can see, my career and accounting knowledge has expanded exponentially over the past 14 years. I enjoy a reputation of being an extremely fast learner, and very quickly adapt new skills to any facet of my career. I work well with groups, working collaboratively to achieve a desired goal, but require little supervision when it comes to working alone should the project warrant it.

In the Spring of 2013, I made the decision to return to school to further myself academically. I began taking the required courses necessary to not only earn an Associate’s Degree in Accounting, but also have the courses needed to sit for the C.P.A. Exam. Upon completion of the Spring Semester 2015, I will have the minimum educational requirements to begin working on the study course to take the 4 C.P.A Exams.

My objective is to establish a time when we can meet to discuss how my talents, professionalism, and enthusiasm which will add value to your company. Thank you in advance for your consideration, and I am looking forward to speaking with a representative soon regarding this position.

Sincerely,

Daniel Hale