
CAREER SUMMARY

Bookkeeper • Financial Analyst • General Accountant

- **An organized, meticulous professional** with 10+ years of experience influencing business results through strong project leadership, exceptional customer service and a relentless focus on financial performance.
- **A diversely skilled accountant with knowledge across most functions**, including general accounting, general ledger, A/P & A/R, payroll, audit and tax preparation & filing.
- **A focused financial analyst** with direct experience conducting complex financial analyses and presenting leaders with the “story” behind the numbers in clear, timely and actionable ways.
- **A recent accounting graduate with three years of bookkeeping and accounting experience.** Specifically interested in transitioning into a full-time financial analyst, bookkeeper or general accountant role.

AREAS OF EXPERTISE

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|------------------------|----------------------------|-------------------------|
| ▪ General Accounting | ▪ Advanced Excel | ▪ Process Improvement |
| ▪ General Ledger | ▪ Bookkeeping | ▪ Operations Management |
| ▪ A/P & A/R | ▪ Payroll | ▪ Cost Controls |
| ▪ Financial Statements | ▪ Tax Preparation / Filing | ▪ Data Analysis |
| ▪ QuickBooks | ▪ Audit | ▪ Training & Mentoring |

EDUCATION

Bachelor of Science, Accounting | University of Baltimore, Baltimore, MD (2017)

Summa cum laude graduate; Completed degree at top of class while working full-time

Bachelor of Science, Mechanical Engineering | University of Kansas, Lawrence, KS

FINANCE & ACCOUNTING EXPERIENCE

Forrest Photography, Baltimore, MD

2012 - Present

Family-owned photography business specializing in commercial advertising and live event photography

Bookkeeper / Office Manager

Serve in a part-time role supporting a local photography studio with a wide range of bookkeeping, tax preparation, payroll and operations management tasks.

- **Built processes and structure around the company's finance department** for the first time in company history. Efforts streamlined operations while enhancing accuracy.
- **Delivered \$42K in annual cost savings** by uncovering issues and contracts that were creating unnecessary fees and inaccurate, recurring charges.
- **Negotiated new contracts with banking institutions and other vendors**, which led to a 9% reduction in gross annual expenses.

BuildOne for the Community, Kansas City, KS

2010-2012

Nonprofit agency that provides housing and shelters for impoverished families within the Kansas City area

Accountant

Gained broad accounting and bookkeeping experience by serving as a volunteer accountant for this local charity. Maintained, analyzed, and supported various financial systems. Performed financial analysis, reporting, journal entries and reconciliations.

- ***Delivered a 22% reduction in insurance premiums*** by consolidating several disparate programs and negotiating rates with main provider.
- ***Applied knowledge of tax code to help the agency minimize tax liabilities.*** Efforts resulted in 100% accuracy in tax reporting for both 2010 and 2011 tax years.

ADDITIONAL EXPERIENCE

Major Medical Aesthetics (MMA), Kansas City, KS

2009 – Present

Global leader in the medical aesthetics industry; company develops innovative treatment technologies to provide safe, effective aesthetic care options to consumers and physicians

Senior Mechanical Engineer

Initially hired as a mechanical engineer then promoted to a team lead position (2010). Serve as a key member of a multi-disciplinary R&D team, leading mechanical design, CAD administration and prototyping machine administration. Manage engineering and industrial design projects from proposal through project rollout.

- ***Chosen to develop MMA's next-generation laser resurfacing product.*** Collaborated with an outside industrial design firm and internal team of four to build project requirements and specification documents for creation of a handheld device and disposables. Product has progressed successfully through all initial safety testing.
- ***Slashed assembly time on a mass-produced disposables product by 140 labor hours/month.*** Partnered closely with an outside vendor to develop the manufacturing process and ensure a high yield.

Dorn Engineering Group, Topeka, KS

2005 – 2009

Contract engineering services firm that supports the medical device and automotive industries

Mechanical Engineer

Brought in as a contract design engineer, providing mechanical engineering services on behalf of a global medical device manufacturer. Quickly identified as a valuable player who rapidly assimilates to new technologies. Promoted into a direct-hire mechanical engineering role in 2006.

- ***Earned company's top design award (2008)*** for an automotive door closure design that had been commissioned by a key client, a high-end vehicle customizer.

PROFESSIONAL AFFILIATIONS

- Audit Committee Lead, Baltimore Financial Professionals Association
- Member, Maryland Society of Accounting & Tax Professionals
- Member, Mid-Atlantic Photography Collective